

First Unitarian Church  
Nominating Committee Charter

Draft (March 16, 2008) to be approved by the Board of Trustees

I Make-Up of Committee

- A. The Nominating Committee (hereafter referred to as the "Committee") will be made up of 7 members, each serving 2-year terms. At the annual congregational meeting, 3 members will be elected in one year, 4 in the next. If a midterm vacancy occurs, the Board of Trustees may elect an interim replacement to serve until the next semi-annual or annual meeting at which the congregation will elect a permanent replacement for the remainder of the vacant term. The term of a Committee member begins at the close of the congregational meeting at which the member is elected and ends at the close of the annual congregational meeting 2 years later. A board member, elected by the Board of Trustees, and the senior minister will serve as ex officio (non-voting) members. Each member must be a pledging member meeting his or her financial commitment. The Committee will elect a chair and a secretary.
- B. The member elected by the Board of Trustees will moderate the meetings until a chair is elected.
- C. Each member must make a strong commitment to work through the nominating process. Absences reduce the Committee's effectiveness and slow the process. The Committee must build mutual trust and observe strict confidentiality. Information and personal opinions about candidates and church matters are shared at each meeting. Everything read, said and heard during the meeting must stay with the Committee members.

II Committee Duties

- A. To nominate viable candidates for vacancies on the Board of Trustees, the Endowment Fund Committee and Nominating Committee and for any other office filled by congregational vote.

III Procedure

- A. The Committee maintains a pool of potential candidates for vacancies on the Board of Trustees, the Endowment Fund Committee, the Nominating Committee, and any other office filled by congregational vote. The Committee will publicize in a timely manner a call for recommendations for candidates to be included in the pool. The call should provide information about the qualifications required and the duties and responsibilities of the office. The Committee strives to put forward candidates who provide the congregation with a balance of gender, age, and expertise. The Committee will also take into consideration compatibility among nominees and current Board and committee members. At any given time, the pool of candidates will be larger than the available slots. The Committee will communicate clearly to potential candidates that being accepted into the pool does not imply nomination for a vacancy.

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- B. The Committee will strive for consensus regarding its selection of nominees. If no consensus can be reached, at least five of the seven voting members have to agree on the slate of nominees.
- C. Every effort should be made to represent the entire congregation on the Board of Trustees, the Endowment Fund Committee, the Nominating Committee, and any other office filled by congregational vote.
- D. When the Committee's list is complete, it will narrow the list to the number needed through a standard elimination process.
- E. Candidates may be matched to any board position requiring specific gifts or experience when possible.
- F. When the process is complete, the Committee begins contacting the candidates in order of Committee preference—whenever possible, the Committee will have two of its own members contact a candidate in this final phase. **(Note: No candidate is contacted until the list is complete.)**

IV Congregational Meeting

- A. The chair of the Committee publishes the names of nominees for Board of Trustees, Endowment Fund Committee and Nominating Committee to the congregation at least two weeks prior to the meeting.
- B. The vote is up or down on each slate.

V End-of-Year Responsibilities

- A. Within two weeks after the congregational meeting, the Committee will meet to decide which names to include in the pool of potential candidates for future vacancies. After this meeting, all minutes and notes have to be shredded, except the names of individuals included in the pool.
- B. The chair of the Committee will retain the list of names included in the pool.

**Committee Members:**

Sonja Decker (Chair)	John Major
Susan Barnum	Markus Vodosek
Sidney Foncesbeck	Tom Goldsmith (ex officio)
Steve Gillespie	Bob Lindsley (ex officio)
Bill Jahsman	