

Tapestry: A Unitarian Universalist Congregation

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| Title: Tapestry Nominations Policy | |
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| Date Board Approved Recent Revision: | Date(s) Revised: |
| Approval Signature: Keith Tuominen | |
| Title: Board President | |

Tapestry Bylaws, Nominating Committee (excerpt)

Section 5 - Nominating Committee: The Nominating Committee shall consist of four (4) members. Two members will be nominated by the previous Nominating Committee, and elected by the vote of the voting Members present at the Annual General Membership Meeting at which Trustees and Officers are elected. Within two (2) months after the election, the Nominating Committee shall elect a Chairperson from its Committee. Approximately eight (8) weeks prior to the Annual General Membership Meeting, the Nominating Committee shall prepare a slate of those Trustees and Officers to be elected at the Annual General Membership Meeting, and two (2) new Members of the future Nominating Committee. The remaining two members shall serve until the following fiscal year so that there are staggered terms of two years for the nominating committee members. The Committee shall nominate specific candidates to fill any vacancy on the Board during the year. The term of Office of the Nominating Committee is for two (2) years, or until a new Nominating Committee is elected. Midterm vacancies on the Nominating Committee shall be filled by the Board.

Goals:

Each year the Nominating Committee (NC) seeks nominations to the Board of Trustees, Comprehensive Planning Committee, and the NC. NC is active throughout the year, and most active January through March, announcing the nominees to the voting members of the congregation approximately 8 weeks prior to the annual meeting in June. All new nominees begin service on July 1 (the beginning of the next fiscal year).

Brief Description of positions to be filled by the NC:

Review the Board Roles Responsibilities document and By-laws for details on position responsibilities and terms. Send a copy of the associated roles and responsibilities section to a member being asked to serve in a position.

Board of Trustees (8 members): The Board, on behalf of Tapestry, shall have general charge of all its administrative, property, and business affairs, subject to the provisions of the church bylaws. Members serve one- to two-year terms and are eligible for a second term. The Board consists of the following officers and terms:

Nominating Committee Goals, Process, and Timeline 2023

| Position | Term |
|------------------------------|---------|
| President | 1 year |
| VP Operations | 1 year |
| VP Finance | 2 years |
| Treasurer | 2 years |
| Secretary | 2 years |
| Trustee at Large (3 members) | 2 years |

All Board members are expected to be in good standing with the congregation and active in the life of Tapestry, attending Sunday services, events, and monthly Board meetings. No Officer or Trustee shall serve more than four (4) consecutive years for the same Office.

Comprehensive Planning (4 members): Maintains and revises the Tapestry 5-Year Plan in accordance with UU principles, congregational desires and goals, anticipated growth, and fiscally responsible practices. Consists of four members, two rotating off each June. Two new members are nominated by the NC, for approval at the Annual Congregation Meeting.

Nominating Committee (4 members): The NC nominates candidates for the Board of Trustees, Comprehensive Planning, and the NC. The NC has four members and elects their own chair. Members serve a two-year term, or until a new NC is elected. The NC is not responsible for finding Chairs for other committees.

Qualifications of Nominees:

NC considers Tapestry members for nomination who meet a set of criteria developed through the experience of previous NCs and leaders at Tapestry. While a particular member may not meet all of the qualifications, these criteria provide guidance for who is most suited.

Criteria For Leadership at Tapestry:

- Unitarian Universalist identity and commitment to Tapestry's future;
- Act consistently with the Tapestry Covenant of Right Relations;
- Voting member of Tapestry in good standing in accordance with Tapestry By-Laws;
- Past and present involvement in Tapestry committees and activities;
- Demonstrated ability to follow through on commitments;
- Experience executing the tasks of the position;
- Eagerness and ability to learn new skills that the role may require;
- Organized and good record keeper. Project management and technology skills are a plus;
- Ability to work well with a team and foster mutual respect and passion; and
- Represent the diversity of the beloved community we aim to build, including but not limited to gender, race, age, sexual orientation, gender expression, economic status, and physical ability.

Process:

At the Annual Congregational Meeting, members will be asked to vote for the slate of candidates nominated to serve on the Board, and Comprehensive Planning Committee and NC. The NC may rely on input from Board members, Comprehensive Planning Committee members, the Ministers, the Director of Religious Education, and Members of the Congregation to help identify qualified lay leaders for these important volunteer positions. A request for nominations is also published in the Newsletter, Order of Service, all-Tapestry email, and during announcements at a congregational service.

First, incumbents who are eligible to serve another term are asked if they wish to continue in the same position. Those who have completed their term and are eligible may be asked if they would be interested in another position on the Board, Comprehensive Planning Committee, or NC. No one is promised any position, just that their interest will be relayed to the NC. Some positions are selected by the Board and others are elected by the members at the annual meeting. The job of the NC is to generate names of qualified candidates and determine their willingness to serve.

Once the NC has a list of potential candidates they evaluate the knowledge, skills, ability, and best fit (for a given position) of each person. The selection process includes a first round of ranking by each member of the committee to group people into the three categories (Board, Comprehensive Planning, and Nominating). A second round is done to determine the rank order of the people in each category, which determines the order that people will be contacted. Spouses, partners, or relatives are generally not asked to serve on the same committee at the same time. NC members will excuse themselves from discussing anyone who is their spouse, partner or relative. The NC may speak confidentially with the Minister regarding nominees.

NC members decide who will contact each of the nominees, and in what order based on the rankings. It is very important that nominees are contacted one at a time so that the committee doesn't wind up with more than one nominee per position expecting to be on the ballot. No members of the committee shall independently contact nominees without going through the ranking and discussion process. Each nominee will be sent an email with a description of the position or committee and followed up with a phone call to further discuss their interest. NC members shall not discuss with anyone outside of the NC if someone declines a position. NC members work collaboratively throughout the year and use a detailed process to generate a slate of candidates, for which the congregation as a whole votes at the Annual Meeting in early June. Nominees whose names appear in the slate have already agreed to serve if elected by the congregation. In the event of resignation of a member of the Board, Coordinating Committee, or the NC, the NC shall convene to make recommendations to the Board. While the timeline may vary from year to year and members may have responsibilities throughout the year due to resignations, the following is the critical timeline that the NC should follow.

Nominating Committee Goals, Process, and Timeline 2023

| Month | Activity |
|-------------------------------------|---|
| July | New Nominating Committee (NC) is formed |
| June-August | NC Chairperson is elected by the NC within 2 months |
| January - February | Determine which positions will need to be filled at the June Annual Meeting. |
| March 1 | Announce which positions are available in the Newsletter, Order of Service, email, and during a service |
| March - April | Prepare a list of nominees; consult with the minister and existing congregational leadership |
| Early April | Submit recommended slate of candidates to the Tapestry Board President approximately 8 weeks prior to the annual meeting; |
| June – usually 2 nd week | Annual Meeting – new candidates are voted on by the congregation |