

Draft

Procedure for Selection of At-Large Directors (11 Jun 22)

Background

Each of three At-Large Directors are selected from one of the neighborhoods in the SWP to assure that the voices of the neighborhood associations and community members are well represented in the Partnership and that the majority of the board is comprised of residents of the Partnership area of interest. These Directors should represent the diversity of the community. They should ideally be directly involved with community engagement; soliciting the opinions of individuals in our communities and reporting what they are seeing and hearing from community members back to the board.

Procedures for At-Large Director Selection

1. Individuals interested in serving as At-Large Directors on the SWP Board (self-nominated or nominated by another SWP community member) will submit nominations to the SWP Staff office by August of each calendar year.
 - 1.1. The nomination packet consists of a brief personal statement of one page or less outlining their interest and reasons for seeking the position.
 - 1.1.1. The statement should include an explanation on how the candidate will represent the diversity of the community.
 - 1.2. SWP Staff will collect and collate the applications and will validate that the applicant is a resident of the area of interest.
 - 1.2.1. If necessary, the Staff may request documentation of residency consistent with the Procedure for Establishing and Challenging residency.
 - 1.3. The SWP Staff will “blind” the applications by removing any reference to the individual's name and address from the application packet.
 - 1.4. SWP Staff will distribute the application packets electronically to the neighborhood Member Directors by September 1.
2. An ad hoc committee of neighborhood Member Directors will meet (electronically or in person) in September to review and discuss the applications.
 - 2.1. SWP Staff will support the ad hoc meeting and record minutes
 - 2.2. The group of neighborhood Member Directors will select one member to serve as chair of the ad hoc committee.
 - 2.3. The ad hoc committee may request the support of the governance committee chair or any other board member, but only the neighborhood representatives will have a vote in the decision process.
 - 2.4. If the ad hoc committee lacks sufficient diversity, additional SWP Directors who are residents of the partnership area of interest may be added to the ad hoc committee by mutual agreement of all committee members to assure sufficient committee diversity (e.g. race and gender).

3. The At-Large Director selection committee will meet as many times as necessary in order to identify the three best candidates before October 15th.
 - 3.1. If a large number of applications are submitted, the committee may elect to remove applications based on mutually established criteria.
 - 3.2. The ad hoc committee may elect to interview a number of top candidates to further refine the application process.
 - 3.3. The ad hoc committee will vote to select the three At-Large Directors using a ranked choice voting method with each committee member designating their first, second, third choices (etc.)
 - 3.3.1. The totals will be added and the three candidates with the lowest total scores will be the committee's selection (example below exhibit 1).
4. The ad hoc committee members will present the three selected candidates to the executive committee and the SWP board electronically to assure that there are no obvious conflicts or concerns with the selected candidates.
 - 4.1. Serious concerns will be forwarded to the members of the executive committee who will discuss the concerns with the ad hoc committee chair.
 - 4.1.1. The chair could reconvene the committee in person or electronically to make them aware of the concerns and the ad hoc committee will decide whether the candidates should be rescinded or reconsidered.
 - 4.1.2. Legal concerns will be reviewed with counsel.
5. The selected candidates will be contacted by the executive committee and will join the board formally at the November meeting to allow them to participate in annual elections.
6. The At-Large committee members will serve for one year, and may reapply if they are interested in a second term.
 - 6.1. The numbers of consecutive terms for an At-Large committee member will be limited to three.
7. Should an At-Large committee member be unable or unwilling to serve out the one-year term, they will not be replaced by repeating this process without a majority vote by the board.
8. Timeline for Selection
 - 8.1. June 20 - Application developed (One time event)
 - 8.2. July 1 - position description drafted (One time event)
 - 8.3. July 15 - position advertised (annually)
 - 8.4. August 15 - nominations due
 - 8.5. September 1 - SWP Staff will provide nominations to selection committee
 - 8.6. September 15 - Committee meet to discuss applications and select a chair for the committee
 - 8.7. October 15 - Committee will select 3 candidates for board membership and present to the board
 - 8.7.1. Serious concerns will be forwarded to the executive committee for their consideration
 - 8.8. November meeting - Selected candidates will join the board - annual meeting for electing officers

Exhibit 1: Example Ranked Choice Voting

(In this example candidates A, B and D would be the selectees)

	Franklin	Poppleton	Pigtown	Barre	Hollins	Mount C	Union	Total
Candidate A	1	2	2	2	1	1	1	10
Candidate B	3	1	3	1	2	2	3	15
Candidate C	4	4	5	4	4	5	4	30
Candidate D	2	3	1	3	3	3	2	17
Candidate E	5	5	4	5	5	4	5	33