

FINAL

Policy and Procedure of the Nominating Committee for the Board of Directors

Relevant Bylaws Extract

"Section 1 Nomination and Election of Board Members

Within the first four months of each calendar year, during a regular meeting of the club, the President shall ask for nominations for members of the Board from the membership. Prior to this regular meeting, members of the Nominating Committee will have met, and will present at the meeting a slate of four Board candidates. The Nominating Committee is comprised of the President, President- Elect, at least three recent Past Presidents, and three at-large members. The at-large members will be selected by the club membership at a regular Wednesday meeting. The nominations made shall be placed on a ballot, presented to the membership for a vote, and the nominees receiving the highest number of votes shall be declared the elected Directors, to commence their terms at the beginning of the next Year. To be considered for nomination as a Board member, the Rotarian must be in good standing and have chaired at least one Rotary Committee.

Policy and Procedure: Nominating Committee

1. The Nominating Committee Chair serves by rotation during the fourth President's fiscal year term following his term in office. e.g. President in 2016/17 serves as chair in 2020/21, 2017/18 in 2021/22 and so forth.
2. The current President and the President-elect will serve on the Nominating Committee. The Nominating Committee Chair will select and notify at least 3 recent Past Presidents of their appointment to the committee. They are notified as soon as the lunch meeting in 3. below is announced at lunch and in SPOKES.
3. At a lunch meeting in February or March, ballots with 3 spaces for names of the potential AT-LARGE MEMBERS to serve on the committee to be completed with by all active members present. (Present includes present on zoom or in person. Zoom votes will be tallied by the Zoom administrators). The vote tally shall be announced at the end of the meeting and the top 5 ranked in order. The 3 active members receiving the most votes will be asked to serve on the Nominating Committee for the board of Directors. If any of the members-at-large so elected are unable to serve, the member with the next highest number of votes shall be asked and so forth until there are 3 members selected.
4. The committee shall meet privately as soon as possible within 30 days following the appointment to the committee as in 1, 2 and 3 above to determine the slate of 4 new board candidates to replace 4 members rotating off the board this year, by ranking eligible candidates from a list provided by the Club Administrator of those meeting the criteria for eligibility.
5. Each committee member will pick up to 4 candidates from the list and enter them on an anonymous ballot and will be granted the opportunity to give a total of a two-minute review of their selections. Member's notes and comments will be collected at the end of the meeting and will be destroyed.

6. Written Ballots with space for four candidates will be completed by each member of the Committee and given to the club administrator for the final tally to be determined.
7. The candidates with the most votes shall be entered as the provisional slate of new Board candidates. All of the votes for the candidates shall be ranked and the list retained by the administrator if one of the top 4 is not willing or able to serve on the board for 3 years commencing July 1.
8. The Chair will contact the top 4 candidates individually to request their availability to serve if appointed and will replace anyone who is not with the next highest ranking individual and so forth.
9. The final slate as determined in 7. and 8. above will be presented to the members at the first available regular lunch meeting after it is determined by the Nominating Committee. Ballots with the original candidates' printed names will be distributed at the beginning of the meeting.
10. The President shall request any other nominations from the floor at the meeting. If there are any, their eligibility will be determined, and they can be written in on the ballots by the members. There will be two blank spaces for any eligible nominations from the floor.
11. The members will then vote for a maximum of 4 members to become new board members commencing July 1. (Zoom votes will be collected and tallied by the Zoom administrator and reported to the Nominating committee chair for inclusion in the vote)
12. The ballots will be collected and tallied by the Sergeant-At Arms or other person appointed by the President and the results announced by the Nominating Committee Chair at the end of the meeting prior to Adjournment and submitted to the Board of Directors for Adoption.