

Nomination Committee Process Timeline

Recruitment, Selection, and Notification

Early September

- Board President assesses if Board members at the end of their 1st three year term wish to renew. If so, shares information with the Board Representative so it can be passed along to the Committee Chair.

September Board Meeting

- Board determines number of open positions. Board reviews eligibility for any Board members desiring a 2nd term.
- Board Representative is selected and ratified.
- After meeting: President contacts committee lead and formally asks for it to convene. At this time identifies the Board Representative to the Nomination Committee Chair and Alternate Chair.

October 1 (about)

- Committee Chair convenes initial committee formation meeting (#1) to include Committee Chair Alternate Lead, Board Representative, and Minister. In this meeting the Member Representative candidate(s) is identified.
- Member representative confirms.

Early October

- Nomination Committee obtains current membership list from the Center Administrator.
- Committee Chair convenes 1st Nomination Committee (#2). In this meeting the Board Representative shares Board input about what skills are needed and list of potential candidates. Team assigns person(s) to talk to candidates.
- Board Representative obtains list of members who have expressed interest in their 1st three year term for Board service from the President and/or other Board members.

October 15 (about)

- Full BNC meet to lay out a plan, process and schedule for going forward.
- Board application, membership list and other doc. to all team members.
- "Canvass" letter drafted and sent to Office Admin. for prep and mailing.
- Plan for in-person announcement(s) for following three consecutive services.
- Plan for weekly e-bulletin entries. Team to reach out to prospective candidates in-person.
- USPS mailing (Optional). At the outset of the recruitment process, the Nominating Committee chairperson shall create, or cause to be created, a letter to the membership announcing the opening, process to be followed and encouraging applications.
- Website posting

October 30 - Mid-November

- In person contacts made as needed

- E-bulletin (3 each – 1st Mid Oct through 1st week in Nov, 1 ea week): During the duration of the recruiting season, announcements and reminders of the process shall be included in the weekly ebulletins.
- In person Congregation announcement by Nominating Committee Chairperson or delegate (3x – same as for e-bulletin): During the duration of the recruiting season, announcements will also be included in the Sunday in-services announcements.
 - Nominating Committee Chairperson to provide information about what will be said to the Board President 1 week ahead of congregational address.
 - Nominating Committee Chairperson to do the first one.

Late November – Early December

- BNC to meet and review all candidate applications and identify any follow-up questions to fully evaluate each candidate. Follow-up assigned to various team members.
- When recruitment is complete the Nominating Committee gathers for a process of discernment to discuss candidate's best fit for the following:
 - History and familiarity of Unity of Bellevue
 - Skillset
 - Leadership potential
 - Who might work best with existing Board membership
 - Willingness to serve

Early December

- Nomination Committee creates a list of candidates, rank stacks, then creates a + / - list for each candidate name.
- The list is presented to the Minister in rank/stack order.
- The Minister provides commentary which the Nomination Committee then considers. The rank/stack may adjust at this time.

Mid-December

- Nomination Committee conducts final review and evaluation of all candidates and conclude confidential ranking, including notes and comments, then submit to the Board via the Board representative. Minister to also submit their confidential input and comments directly to the Board President.

December Board Meeting

- The Board of Trustees tentatively selects candidates from the list provided by the Nomination Committee together with the comments provided from the Senior Minister; 1 name selected for each open Board seat.

Between December and January Board meetings

- Board conducts interviews and gathers information.
- Background checks are run on all Board selected candidates.

January Board Meeting

- Board makes final Section and prepares for annual meeting, finalizing the candidate bios and publicizing with the membership as per bylaws.

Late January

- Nomination Committee meets to review the process and schedule followed and make recommendations to the Governess Committee for process improvements for following years.

March

At the Annual Membership Meeting each candidate will speak briefly expressing their interest in serving. Membership votes to accept or reject the Board recommendation