

**ELIOT INSTITUTE  
NOMINATING COMMITTEE**

(Revised April 2018 )

**GENERAL RESPONSIBILITIES**

- Seek qualified volunteers from the Eliot Community for election to Board of Directors and Nominating Committee membership.
- Develop a positive relationship with potential future candidates.
- Manage the election process (see page 3.)

**ELIGIBILITY & TERM**

- Non-Board Members:
  - ◆ All members of the Eliot community with a broad knowledge of Eliot and the Eliot community, by election.
  - ◆ Three-year term, on a rotating basis (one new member elected each year.)
- Board Members by appointment, yearly at the Annual Meeting.
- Terms begins October 1st.

**STRUCTURE**

- Voting Members:
  - ◆ Three non-Board Members.
  - ◆ The Board President.
  - ◆ One other Board Member, not including the President-Elect.
- Non-Voting Member:
  - ◆ President-Elect.
- Chair:
  - ◆ A voting member of the committee.
  - ◆ Also serves on the Leadership Development Committee.

**SPECIFIC RESPONSIBILITIES**

- Assess skills, balance, and experience of Eliot Board to identify what to seek in board nominees.
- Seek volunteers from the Eliot community.
- Collaborate with the Leadership Development Committee and other committee chairs to identify committee members ready and interested in Board service and to develop a positive relationship with potential future candidates.
- Keep all discussions confidential, until publication of the slate of recommended candidates.
- Also see Timeline page 2 for additional responsibilities.

**ELECTED POSITIONS**

- Recruit dedicated, qualified volunteers to run for election every July and August, for three-year terms, as follows:
  - ◆ One person for the Nominating Committee, annually.
  - ◆ Two persons as general Directors, annually.
  - ◆ One person as President-Elect, for a one-year term as President-Elect followed by a two-year term as President, in even numbered years.
  - ◆ One person as Vice-President Communications, in 2018, 2021, 2024, etc.
  - ◆ One person as Treasurer, in 2020, 2023, 2026, etc.
- Term of office starts:
  - ◆ Following October 1st for Nominating Committee members.
  - ◆ At following January General Meeting for Directors and Officers.

## **NOMINATING COMMITTEE TIMELINE**

### **THROUGHOUT THE YEAR**

- Prepare committee report for each Board meeting — Fall, January Annual Meeting, and Spring.
  - ◆ Send to Executive Secretary for filing and Administrator for posting on Google Drive, a minimum two weeks before the meeting.
  - ◆ If your committee has no report for a meeting, inform the Executive Secretary and Administrator so they can track outstanding reports accurately.
- When needed, identify and recommend to Board, nominees to fill unexpected Board vacancies.
- Maintain records of committee business.

### **OCTOBER:**

- New committee members begin their terms on October 1. All members should re-read the Bylaws, (particularly Sections VII, VIII and X.B.), and this Committee Charter to be reminded of their responsibilities.
- Solicit recommendations from the board, the Leadership Development Committee, and other committee chairs regarding new nominees and the needs of board.
- Select a new or confirm an existing Nominating Committee member to serve as chair for the coming term (through September).
- Discuss the positions to be filled and the approach to take for finding nominees, for:
  - ◆ Board positions to be filled for January 1st, 15 months away,
  - ◆ Nominating Committee member to be filled for October 1st, one year away.
  - ◆ Elections to take place the following July and August.
- Begin identification of candidates. Advise candidates to review the Board job descriptions relevant to the position they are running for.
- Review job descriptions of general Board Members and of those Officers to be elected the following summer, to assist in selecting qualified candidates.
- Encourage board representative for Winter Eliot to include a discussion of the nominating committee process in the Eliot Information Meeting agenda.
- Write an article for the Fall Newsletter if there's any important information to pass along to the the Eliot community.

### **JANUARY:**

- Obtain Winter Eliot roster and Leadership Development Committee feedback from camp, input feedback into committee database.
- Confirm Board Members and Committee Chair at January Board retreat.

### **FEBRUARY THROUGH APRIL:**

- Complete the selection of nominees.
- Provide list of nominees and contact info to Board President and Eliot Administrator by May 1.
- Request the nominees send their biography and picture to the Eliot Administrator
- Eliot Administrator gathers biographies and pictures for the website, the Spring Newsletter, and the candidate information sheets for summer camper packets.
- Prepare article for the Spring Newsletter announcing the nominees and explaining the voting process. The Administrator will include nominees' photos and personal statements.

**MAY AND JUNE:**

- Finalize the candidate information and provide to Eliot Administrator for placement in camper packets. The Administrator will prepare a ballot if a competitive election is to be held.
- Communicate with Board Representatives regarding voting procedures at summer camps.
- Confirm that the Eliot Administrator is sending ballots to Winter attendees not attending in summer.
- Determine whether any nomination petitions have been submitted by the May 31 deadline.
- Close out nominating process records for this election cycle.

**JULY AND AUGUST:**

- Encourage board representatives to include a discussion of the nominating committee process in the Eliot Information Meeting agenda.
- Encourage nominating committee members and the nominees to attend the Eliot Information Meeting at the camp they attend.
- Voting occurs at summer camps at a time and place arranged by the Board Representative, with ballots mailed or emailed by the Eliot Administrator to Winter Eliot attendees not attending in the summer.
- Obtain summer Eliot rosters and Leadership Development Committee feedback from camps, input feedback into committee database.

**LATE SUMMER:**

- Notify nominees of election results.
- Discuss committee process with members to identify possible improvements and to record suggestions. If any, include in a report to the Board.
- Say “good-by” to out-going members and welcome new members.
- Facilitate the scheduling of the first “meeting” of the new Nominating Committee by arranging a date and time for a conference call or making other arrangements that work for the newly re-constituted committee. Work with incoming committee members to determine process and timing for selection of committee chair.

## VOTING PROCESS

**Timing:** Voting occurs during the summer camps, at a time determined by the Board Representative. If positions are uncontested, voting is by acclamation. Candidates present at camp are introduced at the Eliot Information Meeting and the election process is explained.

**Winter campers:** If a camper from the prior Winter Eliot is not attending in the summer, the Eliot Administrator will mail or email a ballot, to be returned with a postmark or email date no later than the last day of the last summer camp.

**Nominee Information:** is created by the Nominating Committee with input from the nominees and will include photos and biographical statements. The Committee’s slate of recommended candidates will be publicized on or before May 1, subject to possible editing for privacy concerns.

**Eligible Voters:** Any youth or adult who has attended an Eliot camp since the prior September, provided they have not already voted at another camp.

**Contested Election:** If a valid petition for a qualified nominee is presented to the Nominating Committee before June 1, all nominees for contested positions will be included on the ballot, to be voted at camp following procedures determined by the Nominating Committee.