

Eliot Institute

Nominating Committee Charter

(August 2023)

MISSION/PURPOSE

The Nominating Committee (NomCom) is charged to find broad-minded, wise, committed, discerning Eliot campers who are willing and able to serve our beloved community. Taking two of the specific Organizational Goals from the Mission Statement, the NomCom's selections will help:

- To build a strong organization with dedicated leadership.
- To nurture and mentor new leaders and to offer meaningful volunteer opportunities.

GENERAL RESPONSIBILITIES

- Seek qualified volunteers from the Eliot Community for election to the Board of Directors and the Nominating Committee (NomCom) membership.
- Review, assess, and use the Leadership Development Committee's (LDC) and community's suggestions to select nominees to serve on the Eliot Board and the Nominating Committee.

ELIGIBILITY & TERMS

- Non-Board Members:
 - All members of the Eliot community with a broad knowledge of Eliot and the Eliot community.
 - Three-year term, on a rotating basis (one new member elected each year).
 - Term begins October 1st.
- Board Members:
 - Chosen by appointment at a board meeting
 - Three-year term, on a rotating basis (two or three members elected each year).
 - Term begins at the current January Board Retreat and ends when their Board term is over.

STRUCTURE

- Voting Members:
 - Three non-Board Members.
 - The Board President
 - One other Board Member.
- Chair:
 - A member of the 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 by requesting from the Eliot Registrar the results from the "Finding Your Niche" questionnaire. In addition, discuss, listen, and ask other Elioteers at the camps you attend if they would be interested in serving on Eliot Committees or on the Board.
- Collaborate with the Leadership Development Committee and other Committee Chairs to identify committee members ready and interested in Board service

- NomCom selects up to three Board Members, Officers, and At-Large positions, and one Nominating Committee member each year. The NomCom inquires, discusses, and selects candidates based on their experience as camp staff and/or positions on committee(s) served.
- Keep all discussions confidential until publication of the slate of recommended candidates.
- Attend the LDC meetings at the camp(s) they attend.
- Chair of NomCom meets (virtually or in person) with the Chair of LDC at least once per year to discuss names and ensure no overlap
- See Timeline below 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 people as At-Large 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 & Marketing in 2024, 2027, 2030 etc.
 - One person as Treasurer, in 2023, 2026, 2029, 2032 etc.
- Term of office starts:
 - Following October 1st for Nominating Committee members.
 - At next January Board Retreat for Directors and Officers

NOMINATING COMMITTEE TIMELINE

THROUGHOUT THE YEAR

- The Chair will prepare a committee report for the Board's three Annual meetings: January Board Retreat, Spring, and Fall Meetings.
 - Send to the Executive Secretary for filing and posting on Google Drive, a minimum two weeks before the meeting.
 - If your committee has no report for a meeting, inform the Executive Secretary so they can track outstanding reports accurately.
- Maintain a spreadsheet of potential candidates with names, camp(s) they attend, residence, gender identity, camp jobs and service on any Eliot committees. Input any information that would be helpful to vet potential candidates. This is a confidential document that is kept within the Nominating Committee and information on it may be shared with the LDC as needed.
- When needed, identify and recommend to the Board nominees to fill unexpected Board vacancies.
- Maintain records of NomCom business.
- The retired NomCom members shall continue to keep all information regarding possible Nominees, confidential into perpetuity.

OCTOBER

- New Committee members begin their term on October 1. All members should read the Bylaws, (particularly Sections VII, VIII, and X.B.), and this Committee Charter to be reminded of their responsibilities.
- Review this charter as a Committee. Send any changes to the Executive Secretary for updating and posting on the website.
- Solicit recommendations from the Board, the LDC, and Committee Chairs regarding new nominees and the needs of the Board.
- Select a new or confirm an existing Nominating Committee member to serve as Chair for the coming term (through the following September).
- Discuss the positions to be filled and the approach to take for finding nominees for both Board and NomCom positions.
- Encourage the Board Representative for Winter Eliot to include a discussion of the Nominating committee process in the Eliot/Seabeck Information Meeting agenda. Creative Arts Eliot does not hold one of these Eliot/Seabeck Information Meetings.

NOVEMBER & DECEMBER

- Obtain the Creative Arts Eliot roster and Leadership Development Committee feedback from camps. Input feedback into the spreadsheet.
- Begin identification of candidates.
- Advise candidates to review the Board job descriptions relevant to the position they are running for. Provide potential Board candidates this link on the Eliot website to the [Board Manual](#), which provides an overview of the Board's work.

JANUARY

- Obtain Creative Arts and Winter Eliot rosters and Leadership Development Committee feedback from camps. Input feedback into the spreadsheet.
- When recruiting candidates, advise them to review the [Board Manual](#).
- Confirm Board Members and Committee Chair at January Board retreat.

FEBRUARY, MARCH, APRIL

- As Nominees are discussed and vetted, put them in order of who will be asked first, and if they decline the nomination, who to ask next. Determine who will do the asking.
- When doing the ask, advise candidates to review the Board job descriptions relevant to the position they are running for. Provide potential Board candidates the [Board Manual](#) on the Eliot website.
- Complete the selection of Nominees.
- Provide list of Nominees and contact info to Board President and Eliot Registrar by April 1.
- Eliot Registrar gathers biographies and pictures for the website, the Spring Newsletter, and the candidate information sheets for summer camper packets.
- Prepare an article for the Spring Newsletter announcing the Nominees and explaining the voting process. The Registrar will include Nominees' photos and personal statements.
- The Registrar will prepare a ballot if a competitive election is to be held.

MAY AND JUNE

- Confirm that the Eliot Registrar is sending ballots to Creative Arts and Winter campers who did not attend the July or August 7-day camps.
- Determine whether any nomination petitions have been submitted by the June 1 deadline.

JULY AND AUGUST

- Encourage Board Representatives for the July or August 7-day camps to include a discussion of the Nominating Committee process in the Eliot/Seabeck Information Meeting agenda.
- Both Nominating Committee members and Candidates should attend the Eliot/Seabeck Information Meeting at the camp(s) they attend.
- Talk to people who are at the camp(s) you attend and ask how they would like to serve our Eliot community.
- Obtain the rosters from the three summer camps and if in attendance at any of those camps, attend the LDC meeting if the LDC Chair is not at that camp. Input feedback into the NomCom spreadsheet.

LATE SUMMER

- Discuss Committee process with members to identify possible improvements and to record suggestions. If there are any, include them in a report to the Board.
- Say “Goodbye” to out-going members and welcome new members.
- Schedule first meeting of the new Nominating Committee and work with incoming committee members to determine process and timing for selection of Committee Chair.
- Write an article for the Fall Newsletter if there’s any important information to pass along to the Eliot community.

VOTING PROCESS

Timing:

Voting occurs during the July & August 7-day camps at the Eliot/Seabeck Information Meeting presided over by the Board Representative. If positions are uncontested, voting is by acclamation. Candidates present at camp are introduced at the Eliot/Seabeck Information Meeting and the election process is explained.

Creative Arts & Winter campers:

If campers from the prior Creative Arts Eliot and Winter Eliot are not attending the July & August 7-day camps, the Eliot Registrar 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. Creative Arts Eliot does not have an Eliot/Seabeck Information Meeting.

Nominee Information:

Will be gathered by the Eliot Registrar from Nominees and will include a photo and biographical statements. The Committee’s slate of recommended candidates will be sent electronically to campers on or before May 1.

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.