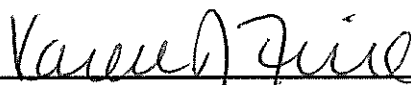



OHEF SHOLOM TEMPLE		<i>Policy and Procedure</i>
Name of Policy:	Nominations and Elections Policy	
Policy Number:	BOARD - 020	
Department:	Board of Directors	
Purpose:	To assure that the process of nominating Board members and a slate of officers for election at the Annual Meeting of the congregation adheres to the Constitution and Bylaws of Ohef Sholom Congregation and is effective in presenting an optimal list of qualified individuals to serve in leadership roles.	
Effective Date:	August 23, 2018	
Revision Date:		

Required Signatures:	 Board President
	 Secretary

Definitions:	Board Member: Any person having been duly elected or appointed and currently serving as a Director, Honorary Director or Past President of the Temple.
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Policy:	The Temple shall adopt a process for convening the ad hoc nominating committee and screening/selecting qualified candidates that is accountable, transparent and meets all of the provisions of the Constitution and Bylaws of Ohef Sholom Congregation.
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Procedure:	<ol style="list-style-type: none"> 1. The current Board President identifies a past President to chair and 4 other members to serve on the Nominating Committee. The Committee members shall be 3 non-Board Members with some active knowledge of the Board and governance of the Temple, the past President/chairperson, and a hold-over member of the Board. 2. After asking for any other nominations for election to the Nominating Committee, Board President calls for a vote to elect the members of the Nominating Committee at a Temple Board meeting, ideally no later than November 30 of the preceding year, but in no event later than the January Board Meeting.
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	<p>3. The Board President and Executive Director determine the following information and share it with the Nominating Committee Chairperson regarding potential Board vacancies:</p> <p>3.1 The number of expected Board vacancies, and the length of term to serve based on current Board Members finishing up their second consecutive 3-year term and/or current Board Members moving into honorary status at the next Annual Meeting.</p> <p>3.2 The names of Board Members whose current terms are ending but are eligible for reelection to an additional term.</p> <p>4. The Executive Director and Executive Committee provide a matrix of the skills and abilities that are needed on the Board to the Nominating Committee to use when identifying/contacting prospective Board Members.</p> <p>5. The Nominating Committee reviews and revises the Prospective Board Member Questionnaire based on what skills and abilities are needed on the Board as well as the Prospective Officer Questionnaire (which needs to be created in 2018).</p> <p>6. The Nominating Committee and Executive Director review all of the current Board Members whose term is coming to an end and are eligible for re-election to assess their participation on committees as well as their attendance at Board meetings and Temple events during the past term.</p> <p>7. If such participation has not been in accordance with the requirements for Board Members in the Constitution and Bylaws of Ohel Sholom Congregation, the Nominating Committee Chair will review with the Temple President to determine if the Board Member should be offered another term if he/she will commit to participate more. The Nominating Committee will contact all of the current Board Members completing their current term who are eligible for re-election and ask if they are interested in serving a second term. If there is not a questionnaire on file with the Executive Director for a Board Member wishing to serve another term, the Nominating Committee will send him/her a questionnaire, committee list and description, and the <i>Brit Avodah/Covenant of Leadership</i> and request he/she return the questionnaire and Covenant by a set deadline.</p> <p>8. The Nominating Committee gathers names of prospective Board Members from the current Board President, the Board, a Temple-</p>
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wide email solicitation, and the members of the Nominating Committee.

9. The Nominating Committee Chair presents the names of the proposed Board nominees to the presumptive nominee for President and the Executive Committee for their review, to determine any proposed Board nominees are unqualified or otherwise unacceptable.
10. The Nominating Committee contacts all of the proposed Board nominees to discuss their interest in serving on the Temple Board. All interested proposed Board nominees (except for those who have already complied with the last sentence of Procedure 7) are emailed a questionnaire, Committee list and description, and the *Brit Avodah/Covenant of Leadership* to review and return the questionnaire and Covenant by a set deadline.
11. The Nominating Committee meets to review the completed questionnaires and determine who are the best fits for the slots available based on their answers to the questionnaire and their match with the skills and abilities sought after. The top matches are contacted and invited to be nominated to the Board, subject to Board approval of the nominees and their election by the congregation at the Annual Meeting. Those who are not selected are also contacted asking them to consider joining a committee and/or serving on the Board at a later date.
12. Officer Search, Nomination & Election:
 - 12.1 The Nominating Committee Chair, President, Executive Director, and Clergy discuss potential candidates for the officer positions, looking at, among other sources, the current and past Executive Committees and considering Board Members, past Board Members, and other qualified congregants.
 - 12.2 The identified prospects for President and Vice President are contacted regarding their interest in being considered for such positions by the Nominating Committee.
 - 12.3 The Nominating Committee shall consult with the presumptive nominee for President for the names of any persons he/she would like to be nominated to serve as Vice President, Secretary and/or Treasurer.
 - 12.4 The Nominating Committee will also contact the identified prospects for Secretary and Treasurer to see their level of interest in such positions, taking into consideration the needed experience for those positions.

	<p>12.5 Identified candidates who are interested in an office will be invited, individually, to a meeting (which may be online) of the Nominating Committee to discuss their interest, qualifications, goals for the congregation, etc.</p> <p>13. The Nominating Committee presents its report, which shall include the slate of nominated Board Members as well as the nominated officers, to the Board at the March Board meeting for its consideration and approval. If approved, the Nominating Committee presents its report and slate of nominated Board Members and officers to the Temple Secretary to be included on the Notice of the Annual Meeting no later than 30 days prior to the Annual Meeting. If the report is not approved, the Nominating Committee shall reconvene and make revisions as directed by the Board. The nominees approved by the Board shall be included with the Notice of the Annual Meeting mailed to the Congregation at least 15 days before such meeting.</p> <p>14. The nominees approved by the Board are informed of the Annual Meeting date, a Board Orientation date, and future Board of Directors meeting dates.</p> <p>15. At the Annual Meeting, the Nominating Committee Chair will present the Nominating Committee’s report, conduct elections, and install the new Board Members and officers. If a new President is being installed, the new President may choose any past President to conduct his or her installation.</p>
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Related Policies:	Constitution and Bylaws of Ohef Sholom Congregation
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