
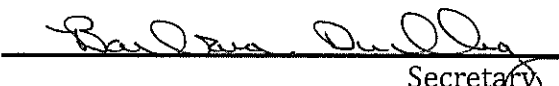


OHEF SHOLOM TEMPLE		<i>Policy and Procedure</i>
Name of Policy:	Ad Hoc Nominating Committee	
Policy Number:	BOARD - 020	
Department:	Board of Directors	
Purpose:	To assure that the process of nominating Board members and a slate of officers for election at the annual meeting of the congregation the Constitution and Bylaws of Ohef Sholom Congregation and presents an optimal list of qualified individuals to serve in leadership roles.	
Effective Date:	September 1, 2019	
Revision Date:		

Required Signatures:	 Board Chair
	 Secretary

Definitions	<p>"Congregant in good standing" means a member of Ohef Sholom who is current in their dues obligation to the Congregation.</p> <p>A "holdover" member of the Board of Directors shall mean a current Member of the Board with voting rights whose term is not expiring.</p>
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Policy:	The Temple shall adopt a process for convening the ad hoc Nominating Committee and screening and selecting qualified candidates that is accountable and transparent and meets all of the provisions of the Constitution and Bylaws of Ohef Sholom Congregation.
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Procedure:	<p>I. Nominating Committee Appointment</p> <p>1. The current President selects a past president to Chair and four other members of the Nominating Committee ("NC"). The NC Committee members shall be as follows: three congregants in good standing who are currently active at Ohef Sholom though not currently Officers or Directors, one holdover member of the Board of Directors, and the past president chairperson.</p> <p>The NC members shall be advised before accepting membership on the NC that they will not be eligible for any Officer or Board Member positions being considered by the NC. The NC members shall be advised of the requirement of confidentiality.</p>
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2. The President calls for a vote to approve convening this NC at a Temple board meeting, ideally no later than November 30 before the year for which the NC is selecting Officers and Directors.

II. Board Vacancies

1. The President and Executive Director determine the following information and provide it to the NC chairperson regarding Board vacancies.
 - 1.1 The number of Board vacancies and the length of term to serve based on current board members finishing their present term who are ineligible to immediately serve another and/or current Board Members moving into honorary status in the upcoming year.
 - 1.2 The names of current Board Members whose current terms are ending but are immediately eligible to serve an additional term upon re-election.
 2. The Executive Director and Executive Committee shall provide a matrix of the skills and abilities that are needed on the Board to the NC to use when identifying/contacting prospective Board members.
 3. The NC Chair & Committee shall review and revise the Prospective Board Member Questionnaire based on what skills and abilities are needed on the Board as well as the Prospective Executive Committee Member Questionnaire.
 4. The NC and Executive Director shall review all of the current Board Members whose current term is coming to an end and who are eligible for re-election to assess their participation on committees as well as their attendance at board meetings and Temple events during their current term.
 5. If Board member participation has not been in accordance with the requirements for board appointment as detailed in the Bylaws or policy expectations about Board Members, the NC chair will review with the President to determine if they should serve another term with the caveat that they participate more. (Note: this section is duplicated in number 08 on next page)
 6. The NC shall gather names of prospective Board Members from the current President, the Board, a temple-wide email solicitation, and the five members of the NC.
 7. The NC Chair shall present the names of the prospective Board members to the presumptive nominee for the President and the

Executive Committee for their review to determine if prospective Board Members are qualified.

8. The NC shall contact all of the prospective Board Members to discuss their interest in serving on the Temple Board. If so, all interested prospective Board Members are emailed a questionnaire, NC list and description, and the "Brit Avodah/Covenant of Leadership" to review and return the questionnaire and Covenant by a set deadline.
9. The NC shall meet to review the completed questionnaires and to 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 in Board Members. The top matches are contacted and invited to join the Board subject to Board approval and 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. During the process, confidentiality and sensitivity to candidates and all concerned should be a priority of the NC, EC, and all involved persons.

III. Officer Slate

1. Officer Search, Nomination & Selection:
 - 1.1 The NC chair shall consult with the NC, Current Officers, Executive Director, and Clergy to create a list of potential candidates for the officer positions. Consideration should be given to the current Executive Committee as well as past Executive Committees for the Officer positions.
 - 1.2 All members of the current Executive Committee and identified candidates from past Executive Committees are contacted regarding their interest in being considered for the President and Vice-President leadership positions by the NC chair or current President.
 - 1.3 The NC will also contact potential candidates for Secretary and Treasurer to determine their interest. Consideration of the needed skills and experiences should be given as to the Secretary and Treasurer candidates.
 - 1.4 If a NC member is unable or unwilling to continue to serve on the NC, they shall be replaced as soon as possible. Replacement NC members shall be chosen by the President and be in the same category as the person replaced.
 - 1.5 All identified candidates expressing an interest in any officer positions shall be invited to meet in person with the NC to discuss their interest, qualifications, and goals for the congregation. In consideration of the optimal slate of officers, recent service on the Executive Committee should be given consideration by the NC.

	<p>1.6 After all interviews are complete, the NC will meet to propose a slate of officers and Board Members, and a member of the committee shall present that recommendation to the Board of Directors for its approval prior to the March board meeting. Efforts should be made to keep the specifics of prospective candidates confidential until the slate is recommended by the NC and approved by the Board of Directors.</p> <p>1.7 All Board of Director discussion of the proposed slates shall be in Executive session and be respectful, considering sensitivities of all concerned. Reasons for not selecting individual candidates shall not be provided by the NC to anyone. However, the NC shall be free to respond to questions by explaining the qualifications of the slate. If the Board of Directors does not approve of the proposed slate of Officers and Board Members, the NC shall reconvene and consider issues raised by the Board of Directors and report back to the Board at the next meeting.</p> <p>2. If the slate of Officers and Board Members is approved, the NC presents the NC report and slate of nominated Board members and Officers to the Temple Secretary to be included on the annual meeting agenda. Notice for a vote and election shall be given no later than 30 days prior to the Annual Meeting.</p> <p>3. Upon a majority vote and approval by the Board at the March meeting (or later as needed), Board Members-Elect and the proposed slate of Officers are informed of the Annual Congregational Meeting date; a Board Orientation date, and future Board of Directors meeting dates.</p> <p>4. At the Annual Meeting, the NC Chair or NC member will present the committee's work and conduct the installation and swearing in of the new Board Members and Officers. If a new President is being installed, the President may choose which past President they would like to swear them in to their new office.</p>

Related Policies:	Constitution and Bylaws of Ohef Sholom Congregation
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