

## **NOMINATING PROCEDURE**

According to the Church Constitution, the Board of Administration is responsible for nominating.

When a vacancy occurs, a Nominating Committee will be convened, consisting of one representative of each Board of the church. The representatives may or may not be a member of the board they represent.

One or more representatives of the Administration Board will meet with the relevant board to learn whether they have someone in mind for the position or know of someone who is interested in the position.

The description of skill sets will be written by the Nominating Committee, with input from the relevant board.

An announcement of the vacancy will be posted in The Link and the Missing Link, with a description of the desired skill sets for the position.

If someone is interested in the position, they should provide a written response to the Church Administrator, who will provide the responses to the Nominating Committee. This may be done on one of the 3x5 cards used for announcements.

Interested people need to respond within two weeks of issuance of The Link.

Interested people will be encouraged to attend a meeting of the relevant Board, to give the Board members an opportunity to learn about the skills and capabilities of the person. The Board will then make a recommendation to the Nominating Committee concerning whether the person should be nominated. The Administration Board may also request an interview with the nominee.

The Nominating Committee will bring their selection to the Board of Administration for their approval before presenting the slate of candidates to the congregational meeting.

There will be no nominations from the floor during a congregational meeting.