



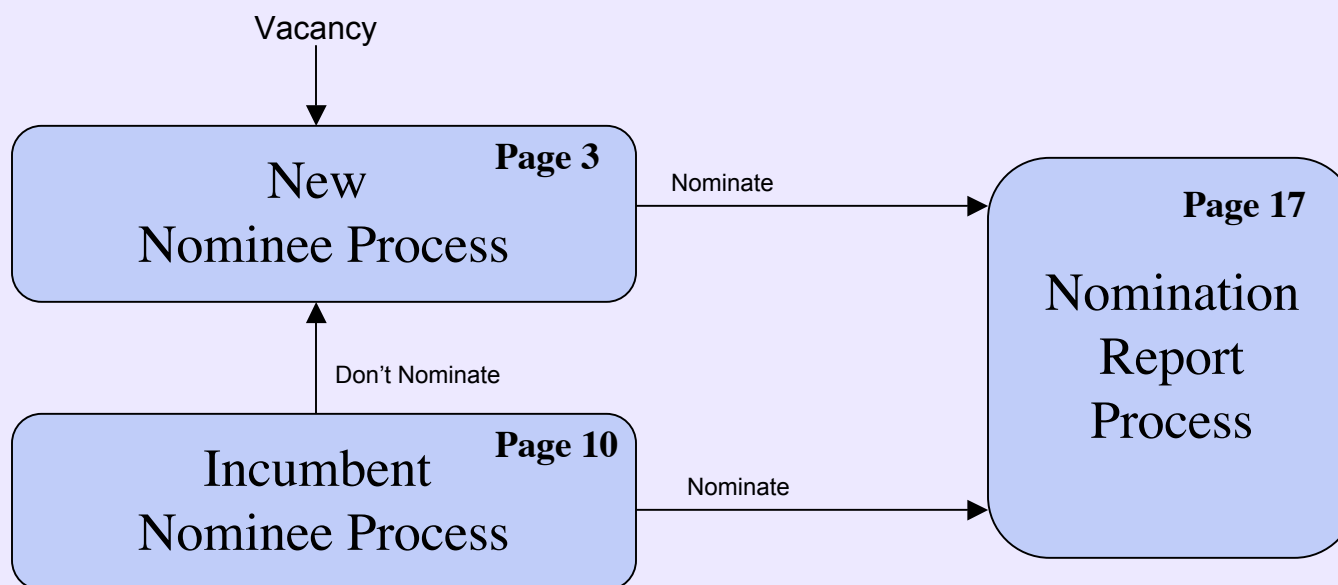
Star Island

Nominating Committee Process



Star Island Nominating Committee Process

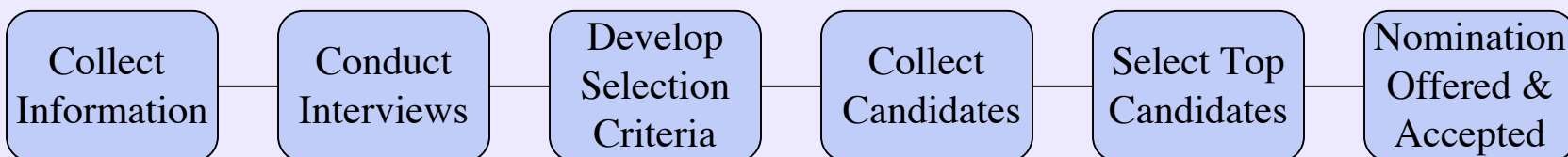
Process Index





New Nominee Process

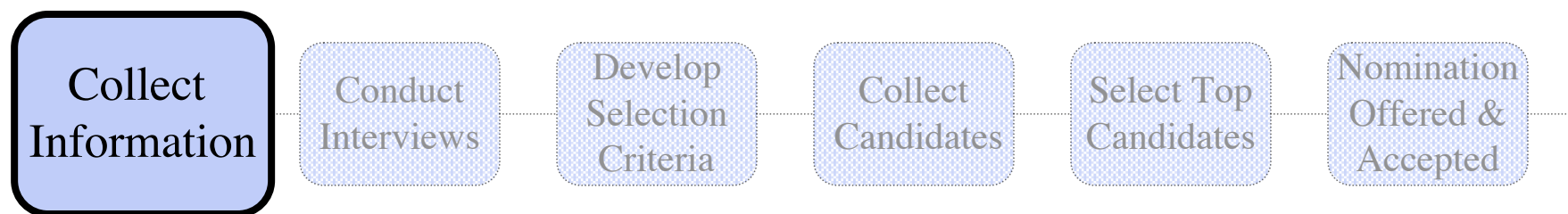
New Nominees





New Nominee Process

Collect Information



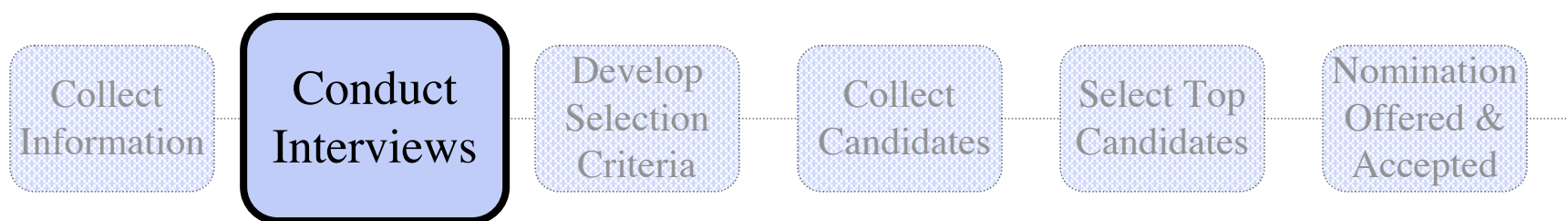
Information to collect that supports the nomination process:

- Board Self-Evaluation
- Board/ Trustee terms and limits
- Board/ Trustee biographies
- Current Corporation member list
- Corporation member database



New Nominee Process

Conduct Interviews

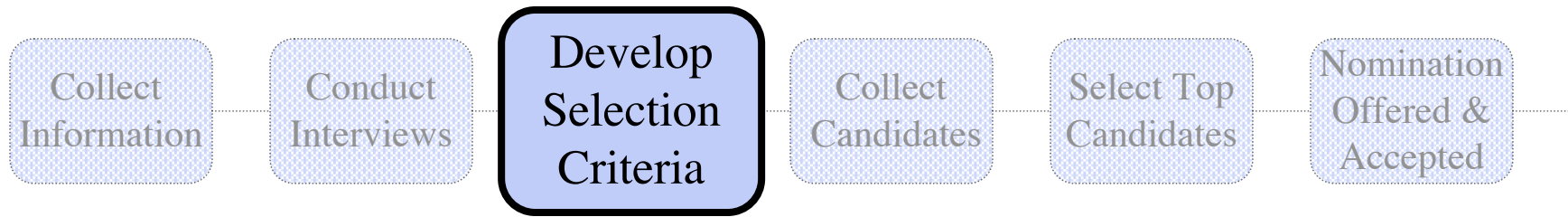


1. Generate a list of individuals to interview:
 - Board Members, Key Management, Trustees.
2. Develop some common questions.
3. Committee members select people from the list to interview.
4. Conduct the interviews, typically by phone.
5. Plan a meeting to review the information.



New Nominee Process

Develop Selection Criteria

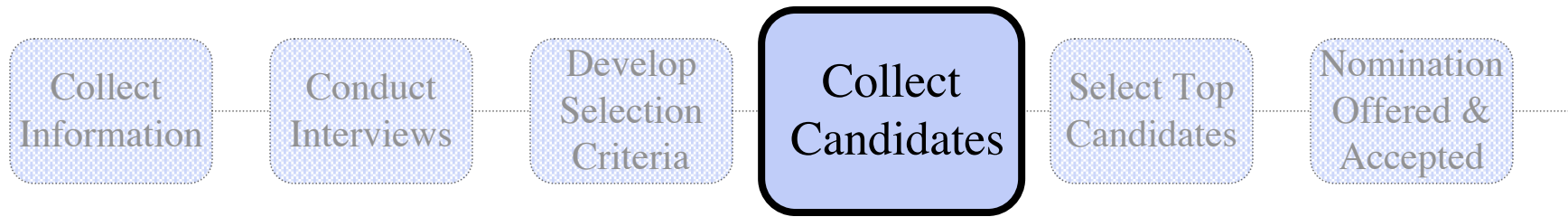


1. List organizational needs.
2. Prioritize the list based on:
 - Current weaknesses
 - Long-term goals
3. Use the prioritized list to develop selection criteria. Typical criteria are:
 - Demonstrated commitment to Star
 - Leadership potential, future officer
 - Skill diversity (fundraising, technical, legal, management, etc.)
 - Conference diversity



New Nominee Process

Collect Candidates

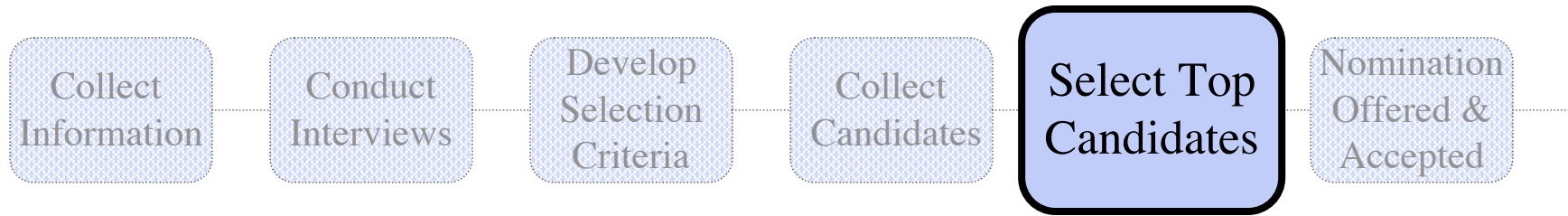


1. Gather a list of potential candidates. Possible sources are:
 - Candidates from previous years
 - Corporation committees, Council of Conferences, Affiliated organizations
 - Suggestions from the interviewees and Corporation members
 - Corporation members who have expressed interest
 - Conference leadership.
2. Compare each against the selection criteria.
3. Develop a list of the best potential candidates.
4. Committee members select people from the list to contact.
 - Ask if they are interested in being considered for Board or Trustee membership.
 - If they are interested, then request a brief professional resume and a cover letter detailing their Star Island commitment and experience.



New Nominee Process

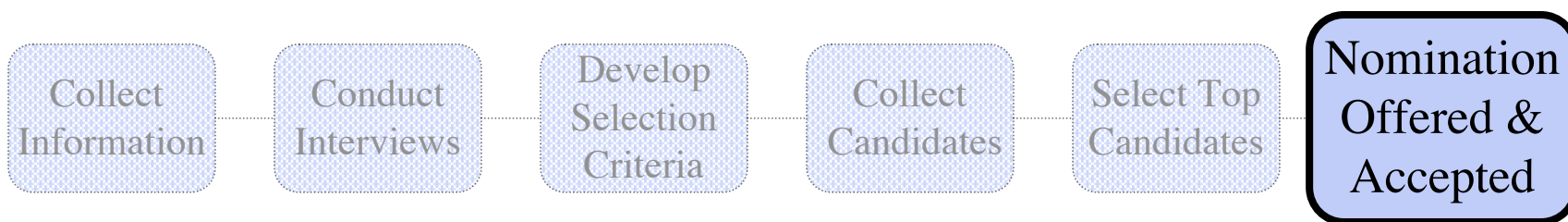
Select Top Candidates



1. As a committee, review all interested candidates
 - Compare to selection criteria
 - Discuss strengths and weaknesses
2. Select a primary candidate by majority vote.
3. If possible, also select an alternate candidate by majority vote in the event that the primary candidate declines.
4. Talk to any interested candidates who were not selected
 - Thank them for their interest
 - Be sensitive to their feelings while maintaining confidentiality.



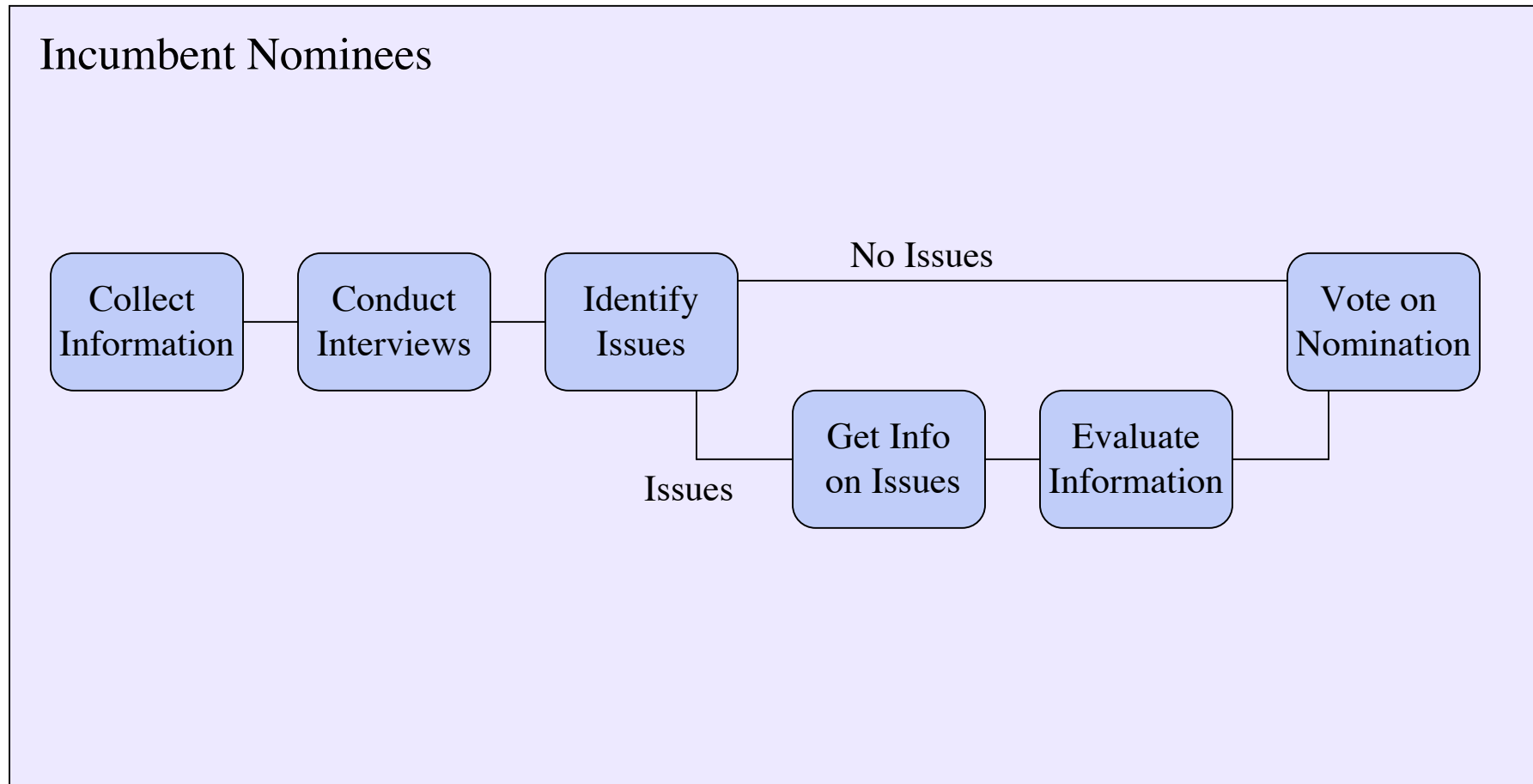
New Nominee Process Position Offered and Accepted



1. Talk to the primary candidate, ideally in-person, and offer him/her the nomination
 - Include a frank discussion of the responsibilities and time commitment.
 - Consider including a current Board member in the discussion to give first-hand information about current Board functioning
 - Provide any written information that will support an informed decision.
2. If he/she declines to be nominated, select the alternate candidate and repeat the offer (above).
3. If he/she agrees to be nominated, talk to any alternate candidates who will not be nominated.
 - Be sensitive and honest
 - They will be capable, committed Shoalers
 - They are potential candidates for many other positions



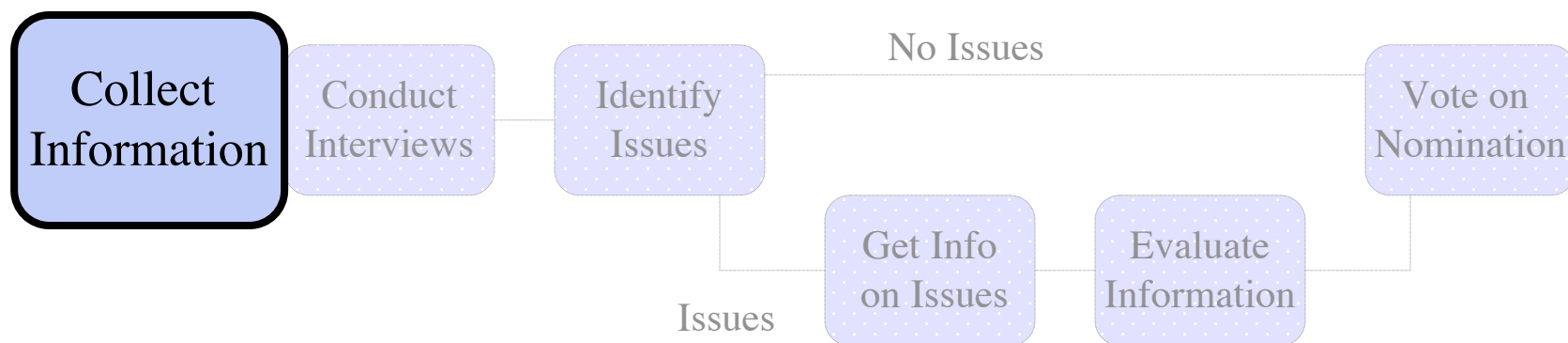
Incumbent Nominee Process





Incumbent Nominee Process

Collect Information



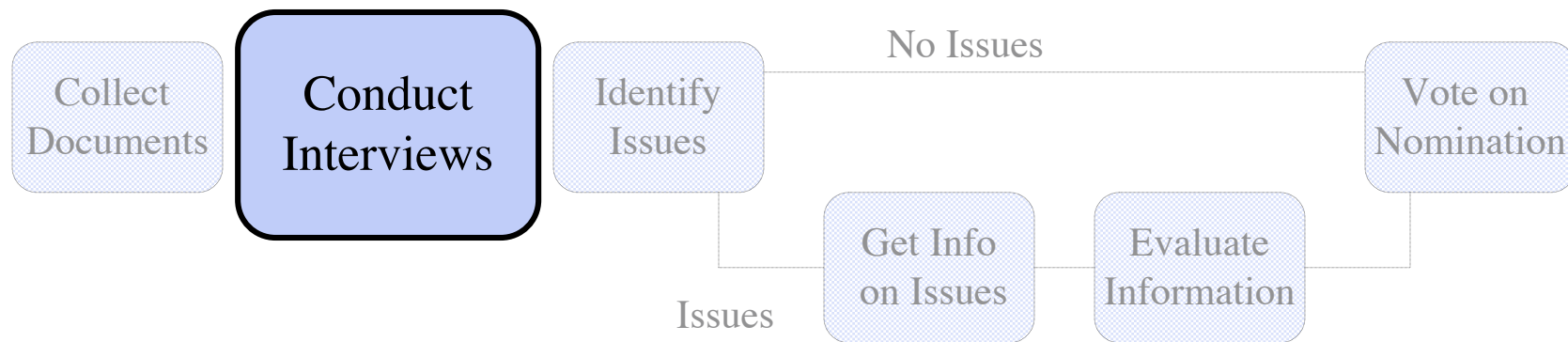
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Incumbent Nominee Process

Conduct Interviews

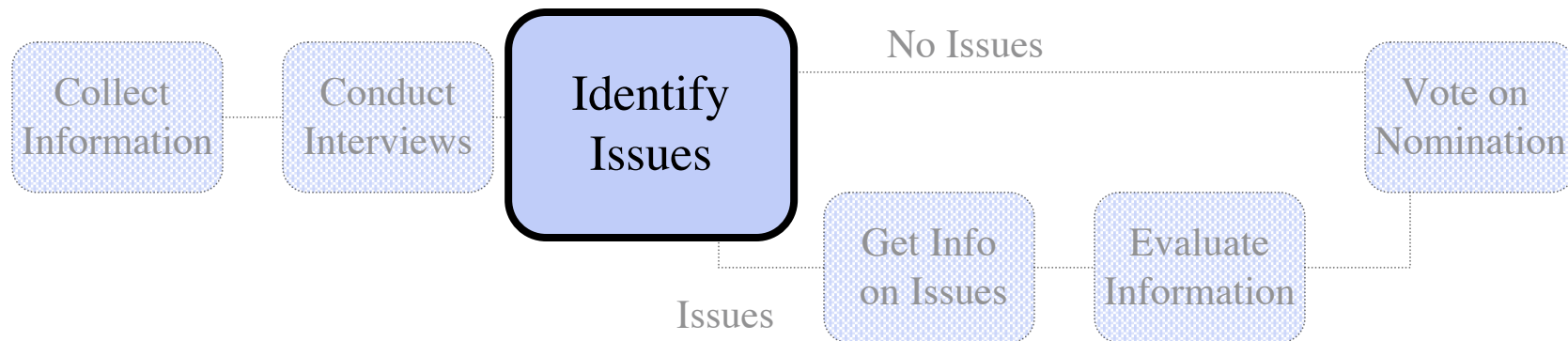


1. Generate a list of individuals to interview:
 - Board Members, Key Management, Trustees.
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Incumbent Nominee Process

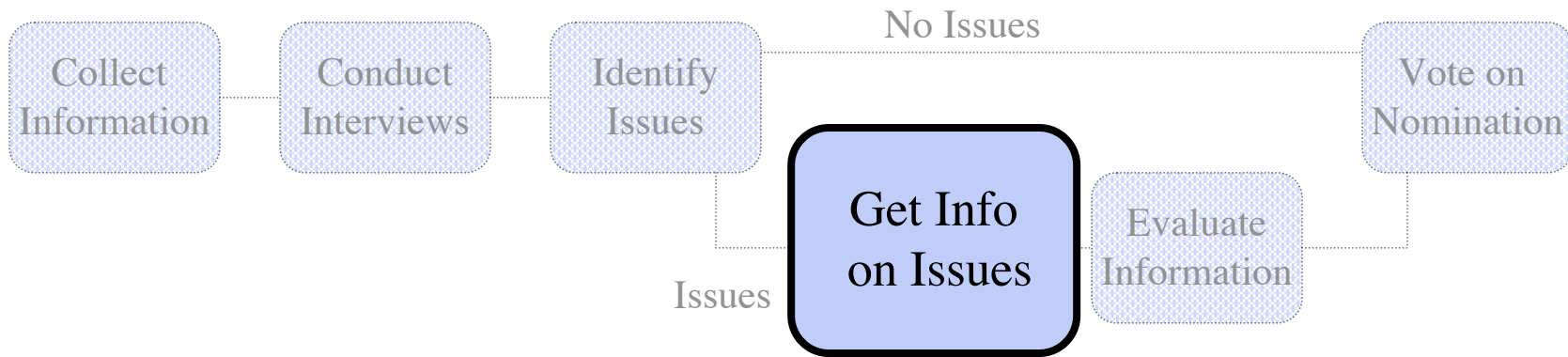
Identify Issues



1. Discuss the feedback from the interviews for each incumbent.
2. If the feedback is positive, and it usually is, the next step in the process is to formally vote for re-nomination.
3. If the feedback raises any doubts or issues, the next step in the process is to get further information on the cause of the issues.



Incumbent Nominee Process Get Information on Issues

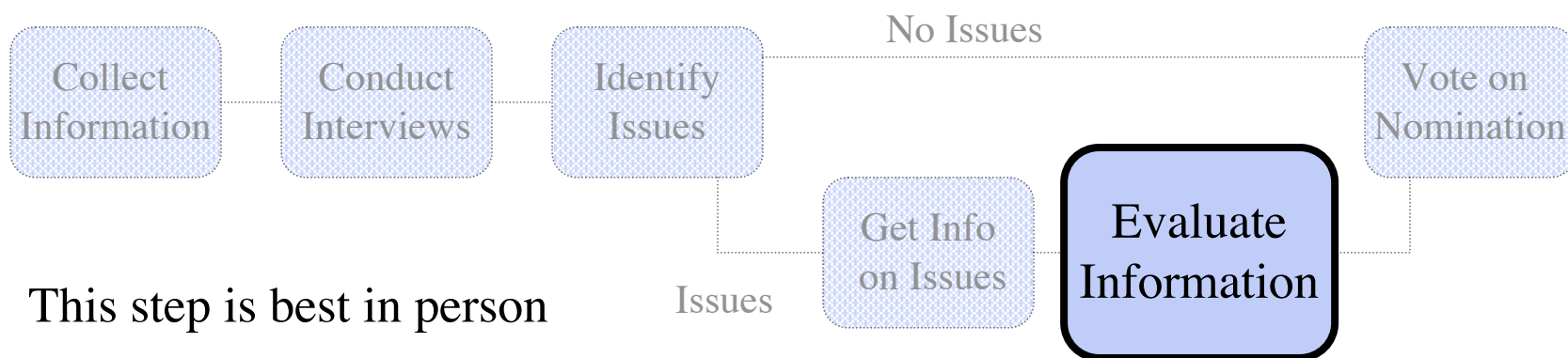


1. Discuss the issues to see what additional information would be useful in verifying or resolving any concerns.
2. Identify the list of individuals to interview.
3. Committee members select people from the list to interview.
4. Conduct the interviews, typically by phone.
5. Plan a meeting to review the information.



Incumbent Nominee Process

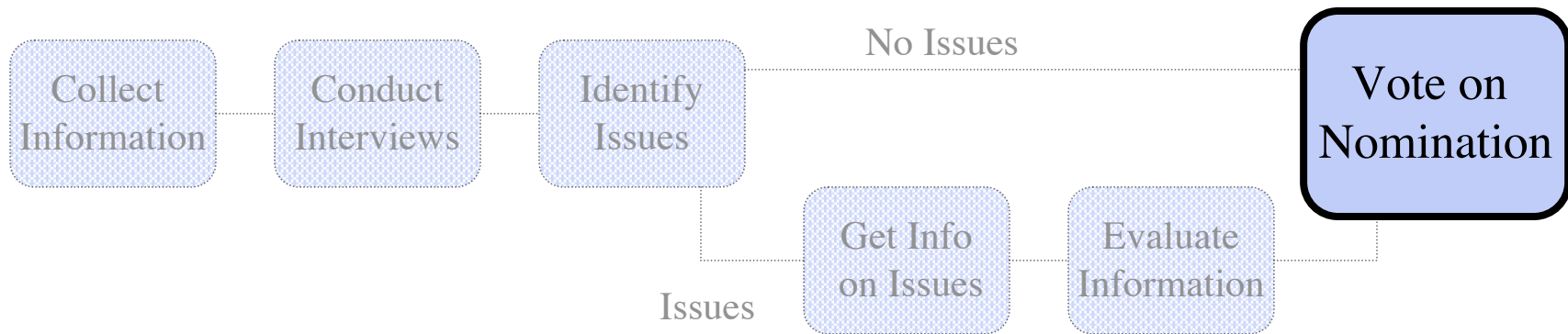
Evaluate Information



1. Discuss the feedback from the interviews. The information should be “first hand” rather than “second or third hand”.
2. Review criteria for the position.
3. Evaluate the incumbent relative to the criteria.
4. Decide if it is appropriate to proceed to a vote.
5. If the committee is not ready to vote then determine what is missing and go back to the previous step and get more information.



Incumbent Nominee Process Vote on Nomination

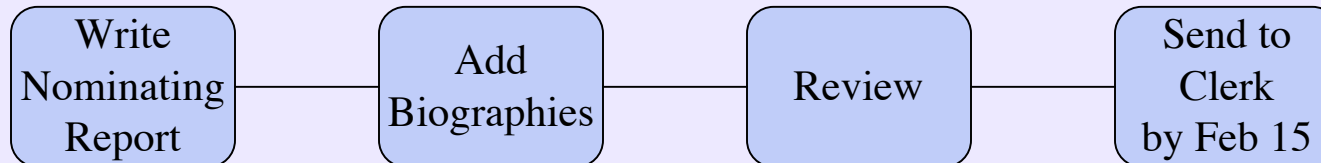


1. Vote on the nomination of each incumbent. The vote should be determined by a majority of committee (five).
2. If the vote is “Yes” (to nominate), then inform the incumbent.
3. If the vote is “No” (not to nominate), inform the incumbent and start the process for selecting a new nominee.
 - The conversation with an incumbent who is not being nominated should be open, honest and sensitive. This is best done in person by two committee members.



Nomination Report Process

Nomination Report



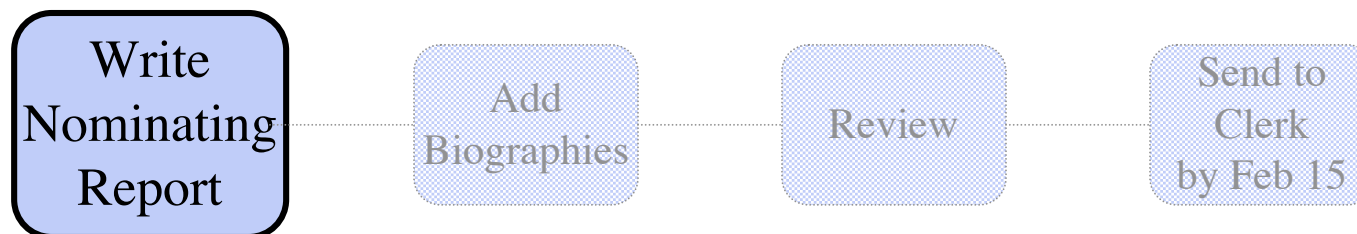
BYLAWS:

It (*Nominating Committee*) shall submit its report to the clerk, together with a brief biographical sketch of each nominee not later than February 15 of the year in which it is to report, and a copy of such report shall be sent to each member with the notice of the annual meeting.



Nomination Report Process

Write Nominating Report

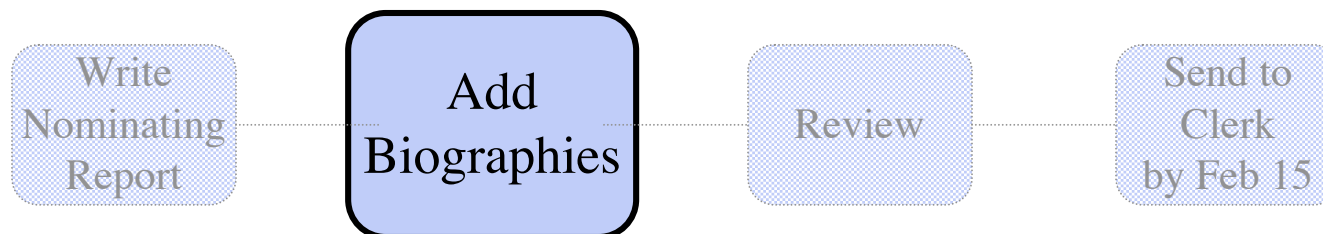


The Nominating Committee submits a formal Report to the Corporation that includes three distinct sections:

- Nominations for Directors
 - 3 year terms (unless filling an unexpired term)
- Nominations for the Clerk and Treasurer
 - 1 year terms
- Nominations for the Permanent Trust
 - 5 year terms



Nomination Report Process Add Biographies

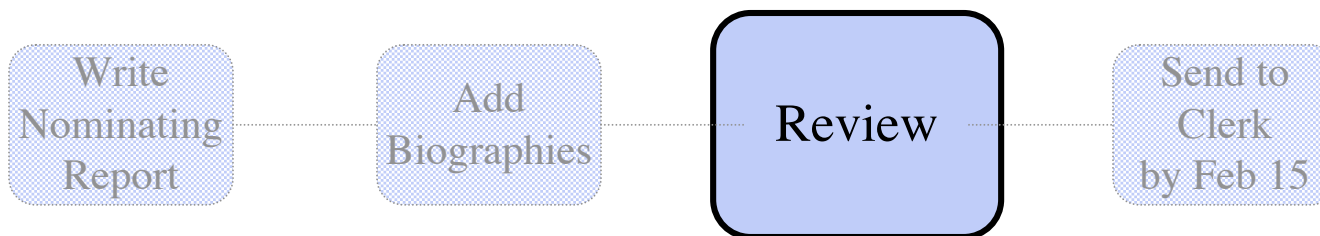


Biographical sketches for each candidate must be included with the report.

1. Incumbents are sent their previous biographical sketch, for review and update.
2. New candidates are sent sample biographical sketches (e.g., last years) and asked to write one.
3. The sketches are included in the Nominating Committee Report as addendums.



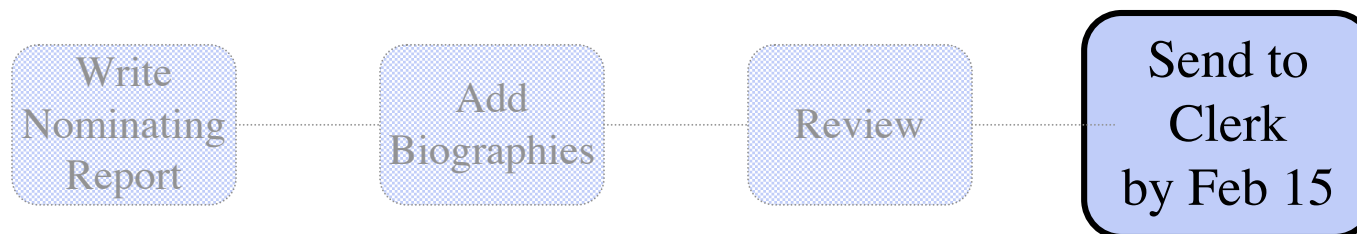
Nomination Report Process Review



Have several people review the draft Report and biographies, for grammatical errors.



Nomination Report Process Send to Clerk



Send the Nominating Committee Report to the Clerk by February 15.

Send a final copy of the Nominating Committee Report to the SIC office for their records and for distribution to the Corporation membership with the Call to Annual Meeting.

The Nominating Committee Report may also be sent in advance of the Annual Meeting mailing to members of the Nominating Committee and the Board, for their information.