

# NOMINATING COMMITTEE GUIDELINES

Approved by the Board of Directors 2/11/08

## 1. Chair of the Nominating Committee

The chair of the Nominating Committee is appointed by the Board prior to the March general meeting. From past experience, it is recommended that this appointment take place prior to the February general meeting. Approval of the chair by the membership is not required. Reference the Bylaws, Article VI, Section 1, quoted immediately below.

**ARTICLE VI**  
**NOMINATIONS AND ELECTIONS**

Section 1. Annually, prior to the month of March meeting, the Board shall appoint a Nominating Committee Chairperson. Four additional members shall be elected, by and from the membership, to serve on the committee. Upon the selection of nominees, and the election of officers, the Nominating Committee shall be disbanded.

## 2. Members of the Nominating Committee

The Nominating Committee consists of 4 additional members who must be approved by the membership as indicated in the Bylaws, Article VI, Section 1, quoted immediately above. It has been the practice that the Nominating Committee Chair selects the 4 members. The approval by the membership of the 4 members has to take place by the March general meeting. It is strongly recommended that the Nominating Committee Chair select as many members as possible who have served on previous Havurah boards.

## 3. Duty of the Nominating Committee

It is the duty of the Nominating Committee to propose a slate of directors at least 2 weeks prior to the April general meeting as indicated in the Bylaws, Article VI, Section 2 and Article XI, Section 2, quoted immediately below. It has not been practical to post the slate in the Tipster because of the long lead time now required. In practice, the slate has been posted in the Social Hall and published on the web site. Sometimes, it has even been ready to announce at the March general meeting. But the elections are held in April.

**ARTICLE VI**  
**NOMINATIONS AND ELECTIONS**

Section 2. THE SLATE OF OFFICERS PROPOSED BY THE COMMITTEE SHALL BE POSTED in the Tipster or the Social Hall, or distributed to the membership AT LEAST TWO WEEKS PRIOR TO THE ELECTION MEETING. The election meeting shall be held annually in April. (See Article XI).

**ARTICLE XI**  
**MEETINGS**

Section 2. The Annual/Election meeting shall be held in April. The newly elected officers shall assume their duties in July so as to agree with the start of our next fiscal year.

## 4. Officers

There are 5 officers to be included on the slate as indicated in the Bylaws, Article V, Section 1, quoted immediately below.

**ARTICLE V**  
**OFFICERS**

Section 1. The Officers of Havurah shall consist of the following: President, Vice-President, Recording Secretary, Treasurer and Corresponding Secretary.

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### 5. Members-At-Large

Besides the 5 aforementioned officers, there are 3 Members-At-Large to be included on the slate as indicated in the Bylaws, Article VII, Section 1, quoted immediately below.

#### ARTICLE VII GOVERNING BODY

Section 1. The governing body of Havurah is the Board of Directors, which consists of the five officers and three members-at-large. In addition, at the completion of one (1) term or two (2) consecutive terms, the President shall become an ex officio, voting member of the Board, serving primarily in an advisory capacity, for a term not to exceed one year. Term limitations and election procedures for members-at-large shall be the same as for officers (See ARTICLE V and ARTICLE VI).

### 6. Immediate Past President

This is for information only as it requires no action by the Nominating Committee. As indicated in the Bylaws, Article VII, Section 1, quoted immediately above, the immediate past president is an ex-officio voting member of the board for a period of one year only.

### 7. Candidates for Re-Election

In accordance with the Bylaws, Article V, Section 2, quoted below, only those directors who are in their first term are eligible for a second (consecutive) term. Note the following:

- a) It is suggested that directors in their first term be asked if they would like to be considered for a second term (as a courtesy to them and to make the Nominating Committee's job easier).
- b) The Bylaws do not preclude a member to serve on the board for more than 2 consecutive terms if they assume a different office.
- c) In the case there are any appointed directors, they are considered to have served a full term regardless of the actual number of months served.

#### ARTICLE V OFFICERS

Section 2. TERM OF OFFICE: ALL ELECTED OFFICERS SHALL HOLD OFFICE FOR A TERM OF ONE (1) YEAR AND MAY BE ELECTED TO THE SAME OFFICE FOR NOT MORE THAN TWO (2) CONSECUTIVE TERMS. NO MEMBER SHALL HOLD MORE THAN ONE (1) OFFICE AT A TIME.

Section 3. APPOINTED OFFICERS: Officers appointed officers (i.e. appointed to replace an elected officer) shall be considered to have served for one (1) year regardless of the actual number of months served.

### 8. Candidates for Nomination

In Item 7 immediately above, it is clear which incumbent directors are eligible for nomination. It is to be noted that:

- a) The Bylaws do not preclude a member who has been a past director.
- b) The Bylaws do not preclude a current member of the Nominating Committee.
- c) Nominees who have previously served on any board in any organization would be beneficial to Havurah.
- d) Although not precluded by the Bylaws, concurrent members on the board from the same household may result in an appearance of impropriety.
- e) A mixture of newer and older members as nominees would be beneficial to Havurah.

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### 9. Job Responsibilities

From past experience, prospective candidates frequently ask for a description of responsibilities. These are outlined in the Bylaws, Article VIII, Sections 1-6, quoted immediately below.

Candidates for nomination should be encouraged to read the latest copy of the Bylaws. These are usually available on the web site.

#### ARTICLE VIII DUTIES OF BOARD OFFICERS

Section 1. **PRESIDENT:** The President shall be the chief administrator of Havurah and shall preside over all Regular and Board meetings; shall be ex-officio a member of all committees, except the Nominating Committee; shall appoint, with Board approval, the Chairpersons of Committees, and at the direction of the Board, shall appoint Special committees; AND SHALL APPOINT A COMMITTEE OF (3) TO AUDIT THE OUTGOING TREASURER'S BOOKS. In addition, the President shall schedule facilities usage with the Activities Director, negotiate for Havurah contracts, and sign for contracts (with the approval of the Board of Directors) in addition to the SCVCAI representative. The President shall prepare an agenda for each scheduled meeting of Havurah.

Section 2. **VICE-PRESIDENT:** The Vice-President shall assist the President and shall, in the absence of the President, perform the duties of the President. The Vice-President shall perform other duties as directed by the President.

Section 3. **RECORDING SECRETARY:** The recording secretary shall record the minutes of all meetings. In the absence of the Treasurer, the Recording Secretary shall read that report. The Recording Secretary shall be in charge of all records of Havurah, other than the financial records held by the Treasurer. The Recording Secretary SHALL MAKE AVAILABLE ANY REPORTS REQUIRED BY SCVCAI.

Section 4. **TREASURER:** The Treasurer is the chief financial officer and shall be responsible for securing and properly Sun City Tucson Havurah accounting for club revenues and expenses; for collecting the annual dues of the members and other monies, to include assessments for social events. The Treasurer shall pay all bills owed by Havurah; and shall present a financial report each meeting to the Board and membership. The Treasurer shall also maintain a list of dues paying members by which member status can be verified and maintain the Havurah check book. The Treasurer SHALL PRESENT THE CLUB FINANCIAL REPORT TO SCVCAI AT THE END OF THEIR FISCAL YEAR (JUNE 30TH), BY JULY 15TH.

Section 5. **CORRESPONDING SECRETARY:** The Corresponding Secretary shall be responsible for correspondence as required by members of the Board. The Corresponding Secretary also shall be responsible for providing written information for all publication of Havurah activities (e.g., e-mail notices, Tipster articles and Website Inputs).

Section 6. **MEMBERS-AT-LARGE:** The members-at-large shall assume responsibilities as specified by the President. Responsibilities may include chairs of major committees.

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### 10. Meeting Commitments

- a) It is expected that all directors attend most general meetings and most board meetings.
- b) Board meetings are usually held monthly, a week in advance of the general meetings.
- c) Board meetings are held in board members' homes, and consequently candidates must be willing to host board meetings in their homes.
- d) A director unable to attend a given general meeting or board meeting is expected to submit any relevant report in writing in advance of the meeting.

### 11. Notes on the Position of Vice President

- a) The major responsibility of the Vice President on recent boards has been the organizing of the Rosh Hashanah Dinner, the Members-Only Party and the Passover Seder.
- b) It is not mandatory, but it is of great benefit to the organization that the candidate for Vice President be willing to be a candidate for President in the future.

### 12. Notes on the Position of Member-At-Large

Major responsibilities assigned to the 3 Members-At-Large on recent boards have been as follows:

- a) One member as chair of the Brunch Committee to coordinate and facilitate all brunches.
- b) Two members as co-chairs of the Program Committee to arrange programs for the general meetings and the culture evenings.

This allocation of responsibilities is likely to continue as it has been proven effective.

### 13. Nominations from the Floor

This is for information only as its occurrence would be out of the hands of the Nominating Committee. It is possible, but highly unlikely, that a member is opposed to a nominee on the slate presented by the Nominating Committee. The Bylaws provide for that possibility in Article V, Sections 3 and 4 as quoted below.

#### ARTICLE V OFFICERS

Section 3. Nominations may be named from the floor with the consent of the nominee. Write-in nominations, having the consent of the nominee, and received by any member of the board prior to the election will be accepted.

Section 4. A majority of those members present and voting shall elect. In the case of multiple candidates for a given office, the vote shall be by secret written ballot.