

## **CAMP DANMARK NOMINATING COMMITTEE PROCESS**

*The Camp Danmark, Inc. Bylaws require that a Nominating Committee (NC) be comprised of three Regular or Emeritus members or their spouses. Two NC members are elected at the Annual Meeting from among the membership, and the Chair of the NC is appointed from the Governors at the first Board of Governors Meeting after the Annual Meeting. The President and any Governor whose term will expire the next year are not eligible to be on the NC.*

### **A. Preparation for the Year's NC work**

1. NC Chair discusses with the Board any needs that have been identified (e.g., technology, organizational, or other skills) and suggestions of individuals who might be qualified to fill specific officer/director roles whether for the upcoming election or within the next few years.
2. NC Chair asks Governors whose terms will expire at the next election whether they are interested in being considered for an additional three-year term.

### **B. Initial NC Meeting**

1. NC has preliminary meeting to discuss its process, timeline, and review of roles.
2. NC Chair shares input from discussion with Board.
3. NC reviews desired balance of Governors across generation, family lines, and gender.
4. NC creates a list of criteria that are felt to be important for consideration of candidates:
  - Generation and family line
  - Camp attendance in season
  - Work weekend participation
  - Committee contribution
  - Annual meeting attendance
  - Skills needed for Board roles in the next several years (whether immediately or after mentoring for the role), based on what the NC Chair learned from discussion with the Board.

### **C. Call for Candidates**

1. If the NC Chair learned in Step A.2 above that all current Governors whose terms are expiring are interested in being considered for an additional three-year term, the Chair will inform the NC of this fact but there will still be a call for candidates.
2. The NC Chair puts out call to membership and spouses asking for interest, whether for the upcoming election or in the future.
3. The NC Chair leads an information-gathering effort by the NC to get members (Regular, Emeritus, and their spouses) to provide information about areas of Camp service that interest them and any particular skills they offer (whether acquired from personal interests or professional experience). While the information gathered may be useful for solicitation of candidates, it could also be used around the time of the Annual Meeting (after the Slate of Candidates has been published) by the Chairs of Camp's various committees to invite participation in committee work.
4. NC Chair accepts nominations from the membership until March 1.

#### **D. Review of Candidates (Confidential)**

1. NC Chair checks with Treasurer to identify whether the potential candidates are in good standing with fee payments and active membership.
2. NC members hold individual meetings with candidates to:
  - Share expectations of Board member responsibilities:
    - Types of work done by Governors (use Bylaws description of roles)
    - Time involvement for various roles
    - Meeting attendance
    - Willingness to participate in ongoing Board communications and requests for feedback
  - Learn about the candidate:
    - Relevant skills and experience
    - Knowledge level of Camp governance
    - Level of interest in running for a Governor position

#### **E. NC Selection of Candidates (Confidential)**

1. NC members share their impressions on factors above from the meetings with candidates.
2. NC members discuss whether there are reasons for not slating particular candidates—e.g., conflict with family, putting personal interests/priorities over Camp goals, etc.
3. NC decides on a slate of candidates. The slate must be equal in number to the number of open Governor positions.
4. NC develops a brief document outlining the information to be provided by each slated candidate—i.e., type and length of biographical information and type and length of statement about why the candidate is interested in joining the Board.
5. NC Chair notifies candidates who were not slated, discusses how they could contribute to Camp's near-term needs, and asks whether they wish to be considered for the Board in the future.
6. NC Chair obtains from each slated candidate a photo, a brief biography, and a brief statement of why the candidate is interested in serving on Board of Governors. The NC reserves the right to edit the submissions so they are similarly structured, etc. (Since voting members may or may not know much about the candidates, the similarly structured bios will allow members to receive comparable information about each candidate.)

#### **F. Release of Slate from the NC (Confidential)**

1. Five weeks prior to the Annual Meeting, NC Chair communicates the slate of candidates to the Secretary and provides the candidate information from Step E.6 above to be included with the Election Ballot. The Secretary then works with the President and website manager to have the Election Ballot included on the Annual Meeting Notice to the family.

#### **G. Election of Governors**

1. To be elected, candidates for Governor must receive a simple majority of the Quorum (a Quorum is one third of the eligible members, or 20 of those eligible to vote, whichever is less).
2. In the event that a candidate does not receive sufficient votes, the President will follow Camp Danmark's process for conducting a Special Meeting for Election.