

UNWLA Policies and Procedures

Part 3: National Board Policies and Procedures

Section 4: UNWLA Nominating Committee Guidelines

Process Overview

The primary objective of the UNWLA Nominating Committee is to select and nominate enthusiastic and experienced candidates to fill various posts on the Executive Committee and National Board. The Nominating Committee presents the list of candidates at the National Convention.

The Nominating Committee consists of all Regional Council Presidents, the two liaisons for Branches-at-Large, and one executive board member, appointed by the President, who acts as an advisor.

The work of the committee begins a year before the UNWLA convention. At the first meeting of the committee, a Chairperson and a Secretary are chosen; committee ground rules are established; and the nominating process is explained.

After reviewing all the Position Descriptions for posts being filled, each nominating committee member proposes possible candidates for the open positions by identifying qualified individuals in their respective Regions. As prospective candidates are identified, their strengths and weaknesses for given positions are considered and discussed by all committee members. Once agreement is found regarding specific candidates (there may be more than one for a specific position), committee members should determine which members will approach given candidates to determine their interest in accepting the position. It should be made clear to the potential candidate that they may not be the only candidate for a given position and that contact is only being made to determine their interest.

Candidate interests, strengths and weaknesses are discussed at committee meetings, until a final slate of candidates is agreed upon. Committee members may also be nominated for posts.

The Nominating Committee's work is completed once the list of candidates proposed by the committee is presented at the UNWLA convention.

The Chairperson's role is to:

- Schedule and preside over teleconference/video conference meetings;
- Ensure that the meetings run smoothly and in accordance with UNWLA Bylaws;
- Set the agenda for meetings;
- Advise members that the committee's discussions and decisions are confidential;

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- Provide committee members with a written job description for each position being filled so that candidates have a full understanding of the responsibilities of the office for which they are being considered;
- Solicit suggestions for nominees from amongst the committee members;
- Ensure that the committee meets deadlines;
- Consult with the executive board adviser with respect to any questions on related matters;
- Approve minutes from each meeting before they are distributed to all committee members;
- Present the slate of candidates at the UNWLA convention.

The Secretary's role is to:

- Notify all committee members of meetings via email and supply teleconference/video conference details;
- Take minutes during the meetings and forward to all committee members after the chairperson's and executive board advisor's approval;
- Create a spreadsheet with the names and posts of all current UNWLA Executive Board officers along with blank spaces for names of potential nominees (this is updated after each meeting);
- Keep track of attendance at committee meetings;
- Update committee members (via email) of any changes that occur between committee meetings;
- Send letters to proposed nominees thanking them for their acceptance and requesting their biographies and photographs;
- Submit the final slate of nominees along with their biographies and photographs to the UNWLA Convention Committee for publication.

The Role of Nominating Committee Members is to:

- Attend and fully participate in each teleconference call (if unable to participate, must notify the Chairperson with any updates to be reported at the meeting);
- Identify potential candidates at committee meetings and discuss their qualifications for the position;
- Determine which members will approach specific candidates to solicit their interest (committee members are not required to ask any person currently serving in a post to serve another term);
- Review each candidate, if there is more than one candidate for a given post, and decide which one is to be nominated;
- Advise on the availability of a different post, if a prospective candidate does not want a suggested post but is interested in another;
- Have a written description of each post when approaching candidates;
- Provide prospective candidates time to decide whether they agree to be nominated;
- Review and discuss all candidates before coming up with a final slate of nominees;
- Have each potential candidate provide a short biography with a photograph;

- Leave a slot open for a nomination from the floor at the UNWLA convention, if no candidate is found for a given post.

The Role of the Executive Member is to:

- Schedule and call to order the first meeting of the UNWLA National Nominating Committee;
- Review ground rules, nominating process and roles of Committee Members;
- Preside over election of Committee President and Secretary;
- Provide sample documents listed in the Appendix below to committee members;
- Attend all meetings of the committee;
- Report on progress to UNWLA's Executive Committee;
- Provide advice to committee, as needed;
- Ensure that all documentation (letters, meeting minutes, agendas and spreadsheets) is retained and archived to serve as samples for future Nominating Committees.

UNWLA National Nominating Committee Timeline:

- A year before the UNWLA convention, the Executive Board Member serving as advisor to the National Nominating Committee contacts all members of the committee and starts the process for nominating an appropriate slate of candidates.
- A spreadsheet with the names and posts of all current UNWLA executive board officers and their posts is to be prepared and distributed to all members at the first meeting of the committee.
- The nomination process is to finish in time for the Secretary to submit a final slate of nominees (along with their biographies and photographs) to the UNWLA Convention Committee no later than a month before the convention.

**Appendix
to
UNWLA National Nominating Committee Guidelines**

The Executive Board Member should make the following documents available to the Chairperson of the National Nominating Committee:

1. Robert's Rules of Order regarding the election process;
2. Sample letter to UNWLA members listing members of the UNWLA National Nominating Committee;
3. Sample letter to members of the National Board Nominating Committee;
4. Position Descriptions;
5. Sample spreadsheet of current and proposed National Board Nominating Committee members;
6. Sample agenda for teleconferences/video conferences;
7. Sample minutes of teleconferences/video conferences;
8. Sample letter to candidates requesting biography with photograph;
9. Sample letter (in Ukrainian and English) introducing proposed candidates.