

LEADERSHIP AND NOMINATIONS COMMITTEE CHARTER

Approved by L&N November 6, 2019

Approved by Board of Trustees December 17, 2019

MISSION

Our religious community is based on the right of conscience and the use of the democratic process. In a true democracy, the optimum contribution of each individual is essential.

The aims of this Committee are:

- (1) To serve independently to identify leadership potential and needs.
- (2) To formally recognize outstanding congregational leadership.
- (3) To ensure that the leadership of the Board of Trustees (Board) and the Leadership and Nominations Committee (L&N Committee) reflects and honors the diverse contributions, experiences, and beliefs of the congregation.

FUNCTIONS

The official business of the L&N Committee is:

- (1) To prepare a slate of nominees for the positions on the Board and the L&N Committee for presentation to the members of the congregation at the annual meeting.
- (2) To annually select members of the congregation for Leadership Fellow Awards, defined as individuals with the exceptional ability to find and implement creative solutions to the specific needs of the RRUUC Community and who inspire others to work together as an effective team. L&N will coordinate with other congregational committees so as not to duplicate award recipients.

Additional responsibilities are:

- (3) In its leadership support and development capacity, the Committee shall:
 - a. Promote leadership development of volunteers by identifying training workshops and other programs to the Board and by recommending appropriate levels of funding support for participation;
 - b. Direct or plan for the development of training materials and internal workshops for leadership skills;
 - c. Encourage the Congregation's sponsorship of supportive voluntary educational programs related to leadership skills; and

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- d. Serve as a resource to persons in leadership positions and to potential new leaders.
- (4) To provide an institutional record of previously recommended or selected Board and L&N Committee nominees and Leadership Fellows.
- (5) To revise the L&N Committee Charter as required.

ORGANIZATION AND PROCESS

A. Membership

- (1) The L&N Committee shall consist of nine (9) members. Eight (8) of the L&N Committee members are to be elected at annual meetings by voting members of the congregation. Four (4) L&N Committee members will be elected to a 2-year term at each annual meeting, so that half of the elected Committee members will be replaced each year. Each year the ninth member will be appointed by the Board from its outgoing members to serve a 1-year term. All members of the L&N Committee are voting members.
- (2) L&N Committee members who have completed a full term on the Committee shall not be eligible to serve again for at least 1 year.
- (3) The Board shall appoint an individual to fill any vacancy that occurs on the L&N Committee between annual meetings. The appointment shall not exceed the remainder of the term of the departing member, nor shall the appointed member be eligible to serve for more than 2 consecutive years.
- (4) At the final meeting of the year, the L&N Committee shall elect a Chair and Vice Chair or two (2) Co-Chairs to serve in the subsequent year.

B. Meetings

- (1) The L&N Committee shall meet regularly to accomplish its official business as outlined above.
- (2) The Committee or ad hoc subcommittees may conduct unofficial business.
- (3) The Chair(s) will be the primary points of contact among the Board, staff, and the L&N Committee.
- (4) Six (6) members of the Committee shall constitute a quorum for official business.
- (5) Deliberations concerning potential candidates and award nominations shall be held in closed session to ensure confidentiality.

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C. Nominating Process

1. Board of Trustees

The L&N Committee shall select nominees to the Board of Trustees equal in number to the vacancies to be filled.

- (1) The L&N Committee will solicit nominees from the congregation, committees, representative groups and organizations within the congregation.
- (2) The L&N Committee will solicit nominees from the clergy and staff.
- (3) The Board will provide guidance to the L&N Committee regarding the types of knowledge, skills, and experience required for the position. The Committee shall also select nominees who reflect the diversity of the congregation.
- (4) Prior to nominating candidates, the Committee shall ensure the nominees meet the criteria for Board membership, and obtain consent of the nominees to serve.
- (5) The Committee shall publish its nominations to the congregation at least thirty (30) days before the annual meeting.
- (6) The Committee shall present its nominations by verbal report at the annual meeting.

2. Leadership and Nominations Committee

The Committee shall select nominees to the Leadership and Nominations Committee equal in number to the vacancies to be filled.

- (1) The L&N Committee will solicit nominees from the congregation, committees, representative groups, clergy, staff, and organizations within the Congregation. Also, individual members of the Congregation will be invited to self-nominate.
- (2) The Committee shall select nominees who reflect the diversity of the congregation.
- (3) Prior to nominating candidates, the Committee shall obtain consent of the nominees to serve.
- (4) The Committee shall publish its nominations to the congregation at least thirty (30) days before the annual meeting.
- (5) The Committee shall present its nominations by verbal report at the annual meeting.

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3. Other Positions

The Committee shall provide consultation regarding specific leadership needs per Board request on an as needed basis.

AUTHORITY

Sections 3.3 and 6.2 of the Amended and Restated Bylaws, adopted by the Congregation on June 4, 2017, prescribe the duties of the Leadership and Nominations Committee and establish certain rules governing its procedures.