

**Nominations and Leadership Development Committee (NLDC) Policies/Operating Procedures -
Requires Board Ratification**

First Unitarian Church of St. Louis (FUCSTL)

Created: February 2020

NLDC Revisions August 2020, February 2022

Last Policy Board Ratification, February 14, 2022

I. Mission Statement, Purpose and Responsibility and Organizational Reporting

Background: Effective leaders are essential to support the mission and goals of the Church

Committee Mission: Identifies members of the congregation for nomination to elected Church offices of the Policy Board and Church Council. Creates and supports a system to identify and cultivate members of the congregation that are capable of and interested in meaningful involvement in the operation of the church.

Organizational Relationship: A Standing Committee of the Policy Board

II. Policies/Procedures Pertaining to the Committee

Committee Composition

- The Committee shall consist of a minimum of five members, all of whom have been a Congregation member for at least one year prior to appointment, plus a Policy Board member who serves as Board Liaison to this committee.
- Openings for positions on the Nominations and Leadership Development Committee will be publicized on the Church website and in other regular communications.
- Potential members of the Committee will be identified by the current Committee and approved/ratified by the Policy Board. The membership of the Nominating and Leadership Development Committee will normally be ratified by the Policy Board at or before the start of the Church Programming year in September.
- At the first meeting after the annual election each year, the Committee shall appoint from its membership a chairperson and a recording secretary for the following cycle.
- The term of each Nominating Committee Member shall be for three years with staggered terms so that there are normally at least three continuing members each year.

Committee Procedures

- The chairperson, or member designated by the chairperson, shall preside at all Committee meetings.
- The Committee shall maintain minutes of all meetings of the Committee ensuring not to include specific details pertaining to individuals being considered. A copy shall be sent to each member of the Committee, to the President of the Policy Board, and the office for publication on the church website.
- The Committee shall meet monthly, or as often as deemed necessary. A quorum shall consist of seventy-five percent of the committee members. Voting and discussion can be conducted online if appropriate and agreed to by a majority of the Committee.

Required Communications

- In February, each year, the committee will communicate with the congregation regarding open positions as well as Leadership development opportunities.
- The Committee will report to the Policy Board each month on the progress of its activities, usually in meeting minutes and reports from the Board Liaison.
- The Committee shall report the candidate slate to the Board prior to publication of the slate to the membership.
- The Committee will present the final slate to the Congregation 30 days in advance of the May Congregational meeting

Timeline of Major NLDC Activities

Timeline	Action
September	Review Leadership Plan and Revise as necessary with the Policy Board. Confirm committee Budget
October - December	The Policy Board and Church Council review the Board and Council membership for the coming year, revise job descriptions if needed, post changes to church website and forward any new descriptions to the Nominations and Leadership Development Committee
February - March	Committee coordinates with the Policy Board and Church Council to confirm upcoming open positions. Communicates with the congregation regarding open positions and Leadership Development Opportunities.
April	Final Slate, including candidate Bios, are provided to the Policy Board and Church Council, ratified by the Policy Board and announced to the Congregation.
May	Presentation of the Final Slate will be made to the Congregation in accordance with the Bylaws so that voting on the slate can occur at the Annual Congregational Meeting.
June - August	Leadership Program Planning Review NLDC Membership, i.e. make policy Board aware of members whose terms are expiring and appointing new NLDC Members, as necessary

III. Policies/Procedures Pertaining to Preparation of Slate for Elected Offices of the Church

Nominating Authority and Duties

- The Committee is authorized by the Policy Board to provide candidate nominations for the Policy Board and Church Council.
- The Committee may consult with the Policy Board, the Executive Team, and other leadership for the purpose of gathering member information, qualifications, and recommendations, as necessary, to perform its duties.
- The Committee is not required to use any candidate recommendations provided by other FUCSTL leadership and members.

- The Committee is not required to nominate more than one candidate for each vacant office.
- The Committee is not required to find candidates for positions not authorized in this document, or the Bylaws, although as a courtesy, it may provide information to other committees about possible candidates, if it is available.

Qualifications of Nominees to the Slate

The Committee endeavors to present a slate for consideration that is representative and reflective of the broader congregation.

Candidates for consideration for elected offices of the church should meet the following criteria:

- Be a member in good standing.
- Display an aptitude for and interest in leadership.
- Have demonstrated the ability to work productively within a group.

Nominating Procedures

Anyone desiring to run for a Policy Board or Church Council open position or wishing to recommend someone, will be given an opportunity to do so by a date determined by the committee, communicated to the congregation in multiple ways, and published to the church website.

The complete list of nominees shall be presented to the Board by the end of April and made available to the congregation in accordance with the bylaws for review in advance of the Congregational Meeting in May.

IV. Policies/Procedures Pertaining to Leadership Development

Leadership Planning – in consultation with the Board and Council there will be annual planning that identifies:

- a. Elected Positions that will become vacant at the end of the church year
- b. Barriers that prevent people from volunteering, esp. from volunteering for leadership positions.
- c. Internal and external resources that could be offered to increase people's leadership skills.

V. Amendments to This Policy

As a Board Committee, amendments to these policies/procedures suggested by the committee must be approved by the Policy Board.

Applicable sections of the 2014 By-Laws (amended 5/2019 and 5/2020)

Article IV Policy Board SECTION 1: Board's Responsibility, Authority, and Obligations. The Board is the policy making body of the Church. The Board, subject to the ultimate control of the Congregation, has the penultimate authority and responsibility for creating the conditions by which the Church can discern and live its Mission and achieve its Purposes. . . . The Board's primary obligations are to: (i) discern the Church's Mission; (ii) conduct long range planning processes through which the goals and vision to achieve that Mission can be realized; (iii) provide overall direction to the Church's financial health, including capital budgeting; (iv) develop Church leadership; (v) create and maintain written Church Policies; (vi) evaluate the Minister and Council as to their attainment of the Church's Mission on a periodic basis; (vii) monitor and maintain right relations among the Members of the Congregation, its friends, and the Community; and (viii) periodically review and suggest appropriate adjustments to the governance structure of the Church. The Church's mission may be amended or altered by action of the Board, as approved by the Congregation at a Congregational meeting.

SECTION 4: Committees and Associations. Standing committees, task forces, working groups, or allied associations may from time to time be authorized or terminated by the Board. The makeup of each committee, task force, working group, or allied association, its purposes, and its longevity may be determined by the Board. Notwithstanding the foregoing, there must be at least one or more standing committees ("Board Committees") engaged in the areas of the Board's primary obligations as set forth in Section 1 of this Article. Members of Board Committees will be appointed or approved by the Board and at least one member of the Board must be a member of each Board Committee.

ARTICLE VII – Elected Positions SECTION 1: Nominations and Elections. The following positions and offices shall be filled by an election of the Congregation at a Congregational meeting: (i) Officers of the Church and the Board; (ii) Board Members, other than a Board Member position that is filled by an Officer; (ii) Chair of the Council; and (iii) Cluster Coordinators (an "Elected Position"). Within a reasonable time prior to the date notice is given for a Meeting of the Congregation, the Board committee responsible for leadership development will nominate a slate of candidates for each Elected Position that is vacant or that will become vacant at the end of the current term of the person then occupying that Elected Position (an "open Elected Position"). That slate will be offered to the Congregation at the Annual Meeting for discussion and decision (in a manner consistent with section 3 Article III). Other nominations for any vacant position may be made by any Voting Member of the Congregation in writing to the President prior to that Meeting or from the floor during that Meeting. The Congregation must then vote to fill all vacant and expiring Elected Positions.

SECTION 3: Waiver of Membership Requirement. Any requirement that a person nominated for an Elected Position be a Voting Member of the Congregation or have prior Board or Council experience for a specified period of time may be waived or modified by a vote of seventy-five percent of the Board.

SECTION 6: Requirements. Each person occupying an elected position must: (i) strive to embody the Mission and Purposes of the Church; (ii) understand and abide by all Governing Rules; (iii) regularly attend all appropriate meetings; and (iv) commit reasonable time and energy to that position.