

Introduction:

There are two sections to this document.

The first section contains two classes of rules, both of which govern the NomCom. They are:

External Rules – These are based on the Church’s Constitution, By-laws, or formal policies adopted by the Board. Each of these rules carries a citation as to it’s source and is binding on the NomCom. They may only be changed by changing the source document.

Internal Rules – These are established by the NomCom and may be changed by it. In place of a citation, these are designated (*Internal*).

The second section does not contain rules, but does provide additional information about the structure of the Church, which NomComs will need when they take up their duties. This section is not binding and may be amended by the NomCom.

Definitions:

Annual meeting – The congregational meeting specified in Article II of the By-laws.

By-laws (also BL) – This Church’s by-laws, as amended. Citation example: *BL VI.2.B.iv.*, refers to By-laws, Article VI, Section 2, Paragraph B, Subparagraph iv.

Board – The Board of Trustees of this Church

Church – All Souls Unitarian Universalist Church of Kansas City, Missouri

Cons – Constitution, as amended. Citation example: *Cons II.5.iii.*, refers to Constitution, Article II, Section 5, Subsection iii.

Guide – Committee Guidelines, All Souls Church Policies, as revised. Citation example: *Guide B.2.*, refers to Committee Guidelines, Section B, Paragraph 2.

NomCom – The Nominating Committee of this Church

Section I: Rules

1. The NomCom consists of six Church-elected members plus one member appointed by the Board. All seven are voting members. (*BL VI.2.A.*)
2. Any voting member of the Church who is at least 18 years of age is eligible to serve on the NomCom. (*Cons II.4.*)
3. When there is a quorum present at any NomCom meeting, decisions will be made by majority vote of the members present. A quorum is four NomCom members. (*Internal*)
4. At the NomCom’s first meeting following the Church’s annual meeting, the NomCom will elect from among its Church-elected members a chair and a secretary. (*Internal*)
5. The Board-appointed member is the liaison between the Board and the NomCom. (*Internal*¹)

¹ Although it may be assumed that the Board’s appointee serve as liaison, there does

Nominating Committee Rules & Procedures

All Souls Unitarian Universalist Church of Kansas City, Missouri

Page 2 of 3
May 23, 2012

6. The chair will call and preside over meetings of the NomCom. In the absence of the chair, the secretary will serve in the place of the chair. In the absence of both the chair and the secretary, the members present shall elect a chair *pro tempore*. (*Internal*)
7. The secretary will keep minutes, which shall be classified as open or confidential. Personal information shall only be recorded in the confidential minutes, which shall be destroyed after each annual meeting. (*Internal*)
8. All meetings of the NomCom shall be conducted in executive session. However, if any person requests to present a matter to the NomCom, then it may meet in open session with that person and return to executive session after the matter has been considered. (*Internal*)
9. The term of Church-elected NomCom members is two years, that is, until the second annual meeting following election, with the terms of three members expiring each year. No one may serve consecutive full terms as a Church-elected member of the NomCom. (*BL VI.2.A.*)
10. NomCom members are not eligible to serve on the Board or the Audit Committee while serving on the NomCom, or for a period of one year thereafter. In addition, NomCom members may not be nominated to any Church-elected position during their tenure on the NomCom. (*Internal*)
11. The NomCom shall publish via the Church website a register showing the membership and term of office for each member of the Board, Audit Committee, and NomCom, as well as any other committee that has one or more Church-elected members. (*Internal*)
12. At each year's annual meeting of the Church, the NomCom shall nominate candidates to fill expiring or vacant Church-elected positions on the: Board, Audit Committee, and NomCom. (*BL VI.2.B.i, ii, and iv.*)
13. In addition, at each year's annual meeting of the Church, the NomCom shall nominate candidates to fill expiring or vacant positions of any church-elected position for which the Board requests by means of formal resolution that the NomCom submit a nomination. (*BL VI.2.B.iv.*)
14. The NomCom shall report its nominations to the members of the Church through an official church publication no less than 30 days prior to each annual meeting. (*BL VI.2.B.*)
15. In the case of any vacancy that occurs during the year on the Board, the Audit Committee, the NomCom, or any other Church-elected position for which the Board requests by means of formal resolution the NomCom's nomination, the NomCom shall submit to the Board the name of a replacement candidate to fill the unexpired term. The Board will either approve that person or request another nomination. (*BL VI.2.C.*)

not appear to be any such formal assignment. It is recommended that the Board formally assign liaison responsibility to its appointee.

16. When requested by the Board by means of a formal resolution, the NomCom may nominate persons to serve in any other Board-appointed position. (*BL VI.2.C.*)
 17. The NomCom shall prepare each year an Annual Report To The Congregation, which shall be submitted to the Board by April 20. (*Guide A.3. and C.9.*)
 18. The NomCom may review and revise these Rules as necessary, subject to the limitations described above. (*Internal*)
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Section II: Additional Guidance

1. The Board of Trustees is composed of twelve members as follows:
 - A. Nine members elected for 3 years each, with 3 members being elected each year; maximum of two consecutive, 3-year terms; and
 - B. A secretary, a treasurer, and an assistant treasurer, each elected for a one-year terms.
2. The composition of the other committees with one or more members nominated by the NomCom and elected by the Church, are:
 - A. NomCom – 6 members are Church-elected; consecutive full terms are not permitted; and
 - B. Audit Committee – 3 members are Church-elected for staggered, 3-year terms; maximum service is 3 consecutive full terms.
3. The composition of two other committees established by the By-laws for which the NomCom does not nominate candidates is:
 - A. Ministerial Search Committee – Although this Committee is composed of 5 church-elected members (and 2 board-appointed members), the church-elected members are self-nominated in accordance with Article VIII, Section 5 of the By-laws.
 - B. Committee On Ministry – Per Article VI, Section 3 of the By-laws, the size of and charge to this committee are determined by mutual agreement of the minister, the Board of Trustees, and the existing Committee on Ministry. The By-laws do not contain specific provisions for the selection of the members. Therefore, per Article III, Section 5 of the Constitution (a residual powers clause), the Board determines how members of the Committee on Ministry are selected. Currently, the Board has indicated that members will be appointed to the committee by: (i) the Senior Minister; (ii) the current Committee on Ministry; and (iii) the Board of Trustees itself. The NomCom does not nominate any members at all, nor does the Congregation elect any at this time.

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