

PFM Nominating Committee Process
First Presented to Business Meeting, April 2, 2017
Most Recent Update Presented to Business Meeting on August 2, 2020

The ***Nominating Committee*** helps identify individuals to serve as officers of the Meeting and on the Meeting's committees and in the various individual positions needed. Since the Business Meeting ultimately makes the final appointments and all such decisions must meet with a unified sense of the Meeting, the nominating committee also vets the nominations to help ensure there will be no objections.

Process: Presents an annual slate of candidates for our Meeting officers and committee positions to Meeting for Business each November, and for final approval, in December. Throughout August, September and October, the committee will speak to each member and attender of the Meeting to evaluate where they are in their spiritual journey and how their experience in the Meeting is going. What do they appreciate? What would make their experience better? What leadings and gifts are emerging for them? How does their life in the Meeting feed that? In this process of one-on-one conversations, the Nominating Committee seeks people willing to serve as officers of the Meeting and/or as a member of a committee.

All but Nominating Committee Membership is for a three-year term renewable for one additional three-year term. After two terms, all committee members must be off the committee for one year before serving again. Exceptions can be made after two consecutive terms, with permission of the Committee Clerk. The Committee Clerk will consult with committee members. Committee Clerks are selected by the committee members at the start of each new year.

Mission Statement - The Nominating Committee of Patapsco Friends Meeting is charged with identifying individuals to carry out the roles of officers of the Monthly Meeting, and committee members.

Nominating Committee members take responsibility for:

- Understanding the roles of each committee or appointed position.

- Discerning the gifts and talents of Meeting members and calling out special gifts of Friends.
- Contacting individuals to hear their leadings in the service of the Meeting and suggest ways they may serve.
- Capturing the requests and suggestions of individuals and sharing them with the appropriate Meeting committees and persons so everyone is heard and receives a response.
- Annually confirming with committee clerks the minimum number of individuals required for each committee to properly carry out its duties and tracking the terms of service of current committee members to ensure committee membership is properly distributed.
- Identifying appropriate individuals that the Meeting can unite with to serve as officers of the Monthly Meeting, and committee members and therefore present an annual slate of candidates to Meeting for Business having a first reading in November and a second reading in December.
- The Nominating Committee meets with prospective meeting clerks before nominating them to serve as Meeting Clerk or Assistant Clerk. Similar to a clearness process, the Nominating Committee will meet with the prospective clerk to discern on behalf of both the individual and the meeting that the individual is clear to serve as Meeting Clerk or Assistant Clerk. Here are suggested queries for prospective clerks:
 1. What are your strengths and weaknesses? What do you appreciate most about our meeting?
 2. Where do you see challenges in our meeting? What is your approach to working with people with whom you disagree?
 3. How much time will you allow for/devote to meeting business and care of the meeting?
 4. Do you have any hesitations about taking on the role of clerk/assistant clerk?

Added July, 2020
- When meeting with candidates for the office of Meeting Clerk or Assistant Clerk, the Nominating Committee will recuse partners/spouses of the candidates from these meetings. The Nominating Committee will also recuse the candidate's partner/spouse from the discernment process for these offices. *Added July, 2020*

- The Nominating Committee will work with each Meeting Clerk to ensure that they have a **support committee**. *Added July, 2020*

The Nominating Process

Before Nominating Season Begins

May – July

- Names of people to serve on the Nominating Committee are brought before the May (1st reading) and Summer (June/July) (2nd reading) Business Meeting.

During Nominating Season

August

- The committee sends the list of committees and individual positions to PFM on the list serve. The list is sent before the Nominating Committee begins contacting members and attenders. At the time the list is distributed, it would be good practice to announce that the Nomination process has officially begun.
- At the first committee meeting of the new nominating season the committee selects a clerk.
- Using the most current Membership Directory, a committee member populates the Nominating Template with Members and Attenders currently participating in PFM.
- The committee divides the list of members and attenders to contact.
- If a person is serving on a committee and his or her term is up for renewal, before contacting the person, the Nominating Committee will contact the Clerk of the Committee to determine whether serving another term is in the best interest of the person and the Meeting at the time.

August - October

- The Nominating Committee begins making telephone calls, sending emails, or conducting in-person interviews in an attempt to contact all members and

attenders. Please review demographic information in the directory with each person to ensure it is accurate and up-to-date.

- The Nominating Committee seeks to contact all meeting members and attenders without being intrusive. Everyone in the directory will be contacted by a variety of means (e.g., by phone, text, email). The Nominating Committee will make three attempts to reach each individual.
- The goal of the nominating process is to not only ensure that positions are filled by people who feel called to serve, but to provide an opportunity for each person to share thoughts about the Meeting, what is working, what is not, does the person have a calling or leading that fits within an existing committee or role, or does the person feel called to a leading that is not currently a part of PFM.
- Each interview is documented and is kept confidential. The information that comes out of these fruitful conversations is shared with the Clerk, Assistant Clerk, and specific committees when appropriate all the while honoring confidentiality. The learning opportunities that are available to PFM as a result of this tender process are enormous. It is paramount that those serving on the Nominating Committee appreciate the unique role they have in serving the PFM community. Due to our small size, some people may end up serving in multiple capacities. It is generally accepted that a person can serve on a maximum of three separate committees, officer roles, or a combination of the two. A consideration might be made especially if someone is viewing PFM as an avocation. We are small and at times it may seem necessary to various individuals to serve in multiple capacities.
- The Nominating Committee strongly believes that every person interviewed who expresses a request or suggestion should be heard and receive an appropriate response. In order to do so, the Nominating Committee creates a follow-up document to be shared with committee clerks and other appropriate individuals to capture:
 - Each member/attender who makes a request/suggestion
 - A brief summary of the request/suggestion
 - The appropriate committee/individual to receive the request or suggestion
- Throughout the nominating season, committee members share the results of their conversations with the committee Clerk. The Clerk maintains a master list and populates the Committee and Officer templates.

- Each committee member will serve a three-year term unless the member resigns before the term is up. Nominating Committee members serve a two-year term.

October - December

- Before the Nominating Committee presents their first reading of the season's nominations at the November Business Meeting, it is important that they have met and agree on the nominations.
- It is helpful if the Nominating Committee is present during both readings; however, if all committee members cannot be present, then at least one member of the committee should be present to read the list of nominations. The Nominating Clerk is responsible for ensuring that printed copies of the nominations are available at the Business Meetings where the first and second readings will be presented.
- If there is an objection to a nomination it is good practice for people to have the opportunity to lift up their concerns privately. When concerns are raised, it's important to find a way to season those concerns with the person raising them, with the prospective nominee, and also with others in the Meeting to see if the concern resonates. These are very tender conversations for all involved and as a result it may be appropriate to enlist the aid of M&C or people who know the individuals well. The nominee should not expect to know who has raised the concern, though it may be appropriate to give some indication whether there was more than one who raised the concern. If the objections to a nomination which cannot be resolved and it becomes apparent that the Meeting will not be able to unite on the nomination, the Nominating Committee shall inform the nominee of the objection and that the nominee will be removed from the nomination list. If the nominee is desirous of another committee, the Nominating committee should consider this request in the normal manner.

After Nominating Season is Complete

January – May

- When someone desires to be on a committee after Nominating Season is over, the person decides whether he/she would like to be a sit-in committee member or a full member. To be a sit-in member, the person shall get the concurrence of the Nominating Committee and the Clerk of the committee on which he/she

would like to be. If the person desired to be a full member on the committee then he/she would need to complete the full nomination process. If the Nominating Committee feels that the person is able to carry out the role of a committee member, then the committee would write a brief report for that agenda item to be added to the next Business Meeting. This request would be sent to the Clerk and Assistant Clerk and cc'd to the Nominating Committee Members. If there were no objections at the 1st reading then the second reading would take place the following Business Meeting. Again, the Nominating Committee Clerk would send the information to the Business Meeting before the next meeting so the second reading could take place. The person acting as Directory Editor should know of the addition so that the directory could be updated.

- After the final reading of nominations, it is highly recommended that the Nominating Committee meets early in the New Year to review and update processes and procedures.