

Eliot Nominating Committee

Cycle of Work: September through August

Scope of Work: Assesses skills, balance and experience of Eliot Board and identifies what is needed. Seeks leadership volunteers from the Eliot community. Collaborates with Committee Chairs to identify committee members ready and interested in Board service. Recruits nominees to fill Eliot Board and officer positions, following a regular annual committee work plan. When needed, identifies and recommends to Board nominees to fill unexpected Board vacancies. Manages the Board/officer election process.

Structure: Five members, including two Board members. Requires service by those with non-profit board experience and a broad knowledge of Eliot and the Eliot community. The chair of this Committee serves on the Leadership Development Committee. The three non-board members are elected on a three year rotation basis.

Tasks:

- Recruit nominees, working closely with sitting Board (and encouraging their ongoing leadership)
- Manage and implement the election process, including all candidate credentials, soliciting bios & photos, developing ballot format and producing ballots and providing guidance on distribution and collection procedures as required.
- Count votes and define methods for communicating results appropriately and effectively
- Work closely with Leadership Development Committee, closely managing and coordinating communications and building a positive working relationship with any potential leader you/they are attempting to recruit.
- Most of this work can be accomplished through email, although one conference call could be initiated to kick off nominations. The Board president is included in this email discussion but is not an actual member of the committee.

Timeline:

September: Close out the nominating process for same year.

1. Notify nominees of election results.
2. Notify Community of election results through article in the newsletter. This article will also kick off the following year's process.
3. Kick off the committee with process discussions. Everyone should reread the by-laws about Nominating Committee to be sure we follow the rules.

November:

1. Discuss Nominations for upcoming year at Board meeting and solicit any additional ideas the board has for nominations.
2. Continue the nominating discussions with the committee.

January:

Board retreat. Participate with the Leadership Committee in development of training for new board members' orientation.

February thru April:

1. Continue nominating process and finalize the slate.
2. Gather biographies and pictures for the ballot. Finalize the voting process at camps (by acclamation, written ballot, etc.).
3. Put article in the spring newsletter with names of nominees and stating voting process.
4. Prepare the ballot with bios and pictures and have posted on the web at or before the time of the spring newsletter.

May:

1. Finalize the ballot, write the cover letter and send to administrator to be included in the campers' packets.
2. Include camp representatives in discussions about how voting will take place at the all camp "meeting", on Monday at each camp in summer. Ask administrator to send ballots to those who attended previous Winter Eliot but are not attending camp this summer.
3. All camp meeting should include discussion about how nominating works. The volunteer sign-up time is a good opportunity for people to show their interest or to suggest others they would like to see run. This meeting is run by Leadership Committee/Camp Representative and its important to solicit ideas for committees and nominees.

June thru August:

1. Voting takes place at camps.
2. Prepare to start the cycle over again!

The Voting Process:

The voting process takes place during the period of Eliot summer camps each year. Ballots are placed in each eligible voter's packet as they arrive at camp and voting takes place during camp to end at a time specified by the Board Representative at that camp. The Board Representative is responsible for the voting process at camp. Any eligible voter who attended the previous winter camp and is not attending a summer camp that year will receive a ballot by mail from the Administrator. The administrator should include a return address for returning the ballots.

The ballot for the election will be developed by the committee to include photos and biographies of candidates. The web developer will actually assemble the ballot and post it on the Eliot web site as soon as the information is available, generally by April or May. This web page will then serve as the ballot itself. "Yes" and "No" boxes are **added** next to each candidate's name before the ballot is duplicated and included in the packets. It is important for campers to be able to voice their opinions about individuals running for the Board and the opportunity to mark "yes" or "no" allows this.

The chair of the Nominating Committee will prepare a cover letter for the ballot introducing the committee, their purpose and how important voting is **because** a "non-vote" does not count as a "yes". The only way to be heard is to vote.

At the all camp meeting, the Board Representative announces how voting will take place during this camp. Generally, it is that all eligible voters (youth and above) will mark their ballot and take it to the administrator's desk. At the desk there will be a box to deposit their marked ballot and a roster to sign that they have voted. There is no numbering of ballots or anything which would connect a ballot to a specific voter. The Board Rep may also choose to have the ballot box and roster at the all-camp meeting to facilitate the process.

IMPORTANT POINT!! It is imperative to point out that only votes turned in will count. Failing to vote will not register as a "yes" vote. It is important for campers to actually vote!

The ballots will be kept by the administrator until the end of the last camp of summer and then turned over to the chair of the nominating committee.