

# Guidelines for the Nominating Committee in Discerning Candidates for the Board

Ontario Conference of Mennonite Brethren Churches (ONMB)

| Version                  | Revised  | Approved By | Date       |
|--------------------------|--|-------------|------------|
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The following guidelines are to be used by the Nominating Committee (NC) in discerning candidates for the Board of Directors (herein referred to as “the Board”), and have been issued by the Board in with reference to applicable Articles in the [General Operating Bylaw \(GOB\) 220226](#)

## 1. Defining the ‘Discernment’ Task

1.1 The NC duly elected by the Convention Members, is assigned the task of discerning new candidates to fill vacancies on the Board as positions open up on the Board due to ending terms or resignations. According to the GOB, (Article 12.2.2 (3) ‘Nominating Committee’, the NC is asked to present to the Convention Members for election at the annual meeting the names of all nominees who have been discerned for such roles by the NC.

1.2 As per GOB, Article 8.1 ‘Number of Board Members’ *The Board shall be composed of not less than seven (7) and not more than twelve (12) members.* The number of nominees presented by the NC is dependent on the number of nominees submitted to the NC, along with the outcomes of the discernment process engaged by the NC with regard to those nominees.

1.3 The process of discernment requires a set of predetermined criteria against which each nominee is considered. The guidelines outlined here set forth the procedure which will be engaged by the NC in their discernment process. The separate “Statement of Qualifications for the Board” document sets out the specific criteria which the NC will use in considering candidates.

## 2. Guidelines for the Nominating Committee in Discerning Candidates

2.1 When discerning candidates for election to the Board, the NC shall verify that the nominee meets all of the qualifications listed in the Statement of Qualifications for the Board and align with GOB Article 6.6 ‘Office Holder Requirements’. In addition, the NC shall take into account the nominee’s character and competency within the overall composition of the Board considering specific needs as communicated by the Board for building a healthy and balanced Board.

2.2 As part of the process of discerning nominees to be candidates for election to the Board, the NC shall obtain:

2.2.1 from the nominee, a completed Questionnaire for Nominees for the Board

2.2.2 a completed Questionnaire for Reference to verify the nominee’s suitability for the role of Board Member, and affirmation that the nominee meets the Statement of Qualifications for the Board, from:

- a pastoral staff member or leadership/elder board member of the nominee’s home church, and;
- one other Christian from either the nominee’s home church or another MB church

2.2.3 written assurance from the nominee that he/she entirely meets the Statement of Qualifications and that he/she will, if elected, carry out the duties of the position in keeping with the mission and polity of the Conference.

2.3 In the process of discerning candidates for election to the Board, the NC shall take into consideration any special skills, knowledge, or experience which the nominees may possess (e.g. finance, governance, communications, human resources, etc.), as may be requested by the existing Board, in order to complement or supplement the current mix of Board Members’ abilities.

2.4 In the case of an existing Board member who is eligible and willing to let their name stand for re-election, it is not necessary for the NC to re-discern the suitability of that person as a candidate, provided that the Board provides the NC with a positive reference for that director. If a positive reference is not so provided, then the board member's nomination must follow the normal nomination process as would apply for any other nominee.

2.5 In consideration that:

2.5.1 the Board of Directors is a governance, and not a representative board; and that,

2.5.2 all elected Board members are required to sign a yearly conflict of interest statement as a policy of the Board,

2.6 The following factors would not disqualify the consideration of a nominee in the discernment process,

2.6.1 the level of financial support which the nominee's home church contributes towards the operating budget of the Conference;

2.6.2 whether the nominee's home church currently receives financial support from the Conference;

2.6.3 the ethnicity or the gender of the nominee;

2.6.4 the age of the nominee (provided that the nominee is at least 18 years of age);

2.6.5 the geographical area (within the province of Ontario) in which the nominee's home church is located;

2.6.6 whether there are any discerned candidates and/or existing board members belonging to the same local congregation to which the nominee belongs.

2.7 If a nominee is discerned by the NC to not be a suitable candidate, and if that person (or their nominator) subsequently makes a request to the NC for information concerning the reason(s) for this decision, the NC shall decide whether or not it is appropriate to share such information.

2.8 If the NC concludes that sharing the reason(s) would compromise the confidentiality of the information on which the discernment decision was based, then such information should not be shared. If however the reason was, for example, that the nominee simply didn't possess a particular skill or expertise needed by the Board, then the sharing of such information would be acceptable, as it could be helpful to the person and might prevent needless misunderstandings.