

Nominating Committee Role Description

Ontario Conference of Mennonite Brethren Church (ONMB)

Version	Revised	Approved By	Date
1.0		Board	July 2022
015.0_BP	Full update and re-write referencing the GOB. and relevant Policies	Board	2024-09-19
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This policy is to be used as a guide for the Nominating Committee role and responsibilities

1. DELEGATION OF AUTHORITY

1.1 The Nominating Committee (NC) derives its authority from, the Ontario Conference of Mennonite Brethren Churches (ONMB), also referred to as “the Ontario Conference” or “the Corporation”. As prescribed in the *General Operating Bylaw 220226* (GOB) of the ONMB, the NC’s mandate is to initiate nominations from Member Churches, discern nominees, then propose the names of suitable candidates for election to the Board and the Nominating Committee. These elections are to take place at the Annual General Meeting (AGM) of the ONMB, also referred to as “the Convention”.

1.2 Once the NC is elected, as per GOB Article 12.2.3, *The NC is accountable to the Ontario Conference at the annual meeting of Members. It shall function as a Committee of the Ontario Conference in cooperation with and under the general supervision of the Board.*

1.3 As per GOB Article 12.2.1, *The NC shall consist of at least three (3) members who shall be elected at the annual meeting of Members and who are not at the same time Board Members. The NC shall have the power to fix its quorum at not less than a majority of its voting members, and to regulate its procedure. The Executive Director is a non-voting member of the NC as described in GOB Article 15.1.5. The Chair of the Board is also an ex officio non-voting member of the NC as described in GOB Article 10.2.3.*

2. LIMITATIONS OF AUTHORITY

2.1 The NC may not:

- Violate the requirements of the GOB
- Violate the ONMB Conflict of Interest Policy

3. RESPONSIBILITY

3.1 The NC has the general responsibility to assist the Board in their duties to fulfill the mission of the ONMB (as per GOB Article 8.4 'The Duties of the Board') In particular, the NC discerns qualifying nominees for all elected roles by exercising the qualifications process and documentation established by the NC and approved by the Board.

As per GOB Article 12.2.2, the NC shall:

1. *receive nomination from members of Member Churches;*
2. *discern suitable candidates, to match the upcoming vacancies, considering specific needs as communicated by the Board for building a healthy and balanced Board; and*
3. *present the names of those discerned as qualifying nominees to the annual meeting of Members to fill vacancies on the Board, including the election of the Chair and the Vice Chair and for the election of the Nomination committee.*

4. EXPECTATIONS

4.1 The NC is expected to follow the procedures and guidelines prescribed in the GOB, the 'Guidelines for the Nominating Committee' document and this document, including the timing of the nominating process.

5. ACCOUNTABILITY

5.1 The NC is accountable to the ONMB, and functions as a committee of the Corporation in cooperation with and under the general supervision of the Board (as prescribed in GOB Article 12.2 'Nominating Committee').

5.2 The Board is responsible to the NC for:

- Providing resources as required.
- Ensuring assistance in clarifying expectations as necessary
- Supporting the nomination and discernment processes and resultant slate of candidates when presented for Convention Members at Convention.

5.3 The NC is accountable to the Board for:

- Fulfilling its responsibility within the time expected
- Providing an interim and final report to the Board at the conclusion of its mandate, including dates of meetings and committee member attendance, and a summary of its nominating and discernment activities

6. PROCESS

6.1 The NC will annually publish a call for nominations for the Board and the NC through local congregations, and by posting on the ONMB website, no later than three (3) months prior to the AGM. This posting will include a clear description of the qualifications for the positions to be filled, expectations regarding nominations, the role of the NC, the candidate discernment process, and deadlines to be met for the nomination process.

6.2 A questionnaire is to be sent to each qualified nominee and to each of their references, for their completion and return to the NC.

6.3 The NC will then meet to review their written responses and prayerfully discern which nominees are suitable to be candidates for the position(s) they were nominated for, based on the applicable Statement of Qualifications and the current needs of the Board.

6.4 The following collection of documents are found on the ONMB website:

<https://onmb.org/nominations-about/>

Resources/ Nominating Committee

1. *Statement of Qualifications for Nominating Committee*
2. *Nominating Committee Role Description*
3. *Guidelines for the Nominating Committee*
4. *Questionnaire for Nominees for the Nominating Committee*
5. *Questionnaire for References (re Nominee for the Nominating Committee)*