



## **Nominating Committee Outline of Nominations Protocols and Processes**

1. The incoming President of the NCJFCJ appoints seven committee members to the Nominating Committee as required in the Bylaws. This Committee is responsible for the application and selection process for Judicial Directors for the NCJFCJ Board of Directors. Private Sector Directors and Officer applications and elections are handled through separate processes.
2. In September/October, the Nominating Committee begins meeting by telephone or email to review the process and procedures for the coming year, and to make any needed updates or changes to the Committee process, application questionnaires, forms, or candidate interview questions.

The Committee will discuss gaps and needs in attributes or skills on the Board with the Executive Committee and the Governance Committee, and may survey the Board to inform the Committee process and deliberations.

The Committee will work with the staff liaison, the Governance Committee, and the Curriculum Committee to ensure at least one major conference each year includes a session for members interested in future Board service. Members will receive notice of the session with the call for nominations announcement and receive details in conference registration packets onsite.

3. Six (6) months prior to the Annual Conference, the Nominating Committee shall publish its processes and procedures for that year.
4. Six (6) months prior to the Annual Conference, a “call for nominations” for open Judicial Director positions is circulated electronically to the membership and posted on the NCJFCJ website. The advertisement lists the Nominating Committee members and provides information on the application process including due date for applications, time and place of the Annual Conference, date and overall timing of the Nominating Committee orientation meeting and interviews, candidate qualifications, Director role and responsibilities, and attendance expectations at Annual Conference in the event of successful election to the Board. Additional notices/reminders may be sent via email or mail as opportunities or needs arise.

The number of positions to be filled by Judicial Directors may be advertised if known; however, this should generally remain flexible and subject to various considerations, including:

- Total number of positions that will be open
- Number of positions to be designated for Private Sector Director candidates
- Identified needs of the Board for specific skills or attributes, which if not present in the candidates, may result in an unfilled position
- Assessment of Board functioning and size, which if determined to be optimal at a given time, may result in fewer positions to be filled

The due date for Judicial Director nominations is sixty (60) days prior to the Nominating Committee meeting at Annual Conference. Materials are received and maintained by the staff liaison to the Nominating Committee.

Board Committees, and all Board members not serving on the Nominating Committee, are charged with actively seeking qualified candidates based on the needed skills and attributes determined for that year, and are responsible for encouraging potential Directors to submit an application. The Nominating Committee Chair will convene a conference call of Board Committee Chairs each year after the Fall Board of Directors meeting, to discuss recruitment and mentoring strategies for potential Directors and responsibility for tasks/strategies.

5. Materials received from Judicial Director applicants must include:
  - a. A letter expressing interest in running for a Director position on the board;
  - b. A copy of a current resume;
  - c. A completed candidate questionnaire;
  - d. A signed acknowledgment of Director Roles and Responsibilities; and
  - e. If running for a first term, the names of two active judge members to give references.

Applicants can self-apply or be nominated by another member of the NCJFCJ; however, a candidate must submit all materials by the published deadline in order to be considered. Materials may be submitted by mail, fax, or e-mail. Candidates must meet all qualifications as outlined in the NCJFCJ Bylaws.

At the time of submission, each candidate will receive an email from the staff liaison confirming their submission has been received, and advising of any missing materials that must be submitted by the deadline.

As applicant materials are received, the liaison will update the Nominating Committee regarding incoming applications. The liaison prepares a summary of demographic information of the Board and applicants regarding diversity, gender, geographical location, skills, attributes and other factors as outlined in the Bylaws or as determined in the earlier needs assessment.

6. The staff liaison is responsible for collecting all materials and coordinating timely and orderly dissemination to the Nominating Committee. All candidate materials should be provided to the Nominating Committee no later than forty-five (45) days prior to the date of the Nominating Committee meeting, to allow for review and preparation

prior to the meeting at the Annual Conference. The staff liaison also works with the Nominating Committee to determine the progression and timing of interviews at their meeting at Annual Conference. The staff liaison will keep both committee members and candidates apprised of significant dates and activities as they approach.

7. A minimum of thirty (30) days prior to the Annual Conference meeting of the Nominating Committee, the Chair will assign each member of the committee to call references of one or more candidates regarding the candidates' qualifications. Each reference is asked the same, previously determined questions to ensure fairness to all candidates. Committee members are asked to submit notes from the reference phone calls for dissemination to and review by committee members prior to the meeting at Annual Conference.
8. A minimum of thirty (30) days prior to the Annual Conference, candidates are informed of their individual interview times with the Nominating Committee
9. A minimum of thirty (30) days prior to the Annual Conference, a list of all eligible candidates seeking election as a Judicial Director is published.
10. The Nominating Committee meets on the Sunday of Annual Conference from approximately 8:00 a.m. to 5:00 p.m. Typically, the day's schedule consists of a brief preparation meeting of the Nominating Committee, a meeting with all candidates for overview of the day's events and other information, individual candidate interviews at approximately 15-20 minutes each, Nominating Committee deliberations, and a final meeting with all candidates to announce the names of those selected for nomination to the Board. **During interviews, each candidate is asked the same, previously determined questions, in the same manner, to ensure fairness to all.** Deliberations take place among members of the Nominating Committee and the Chief Executive Officer only. The presence of staff or other observers is not permitted.
11. Once the slate has been selected, the Nominating Committee will discuss which, if any, of the unsuccessful candidates should be assigned a mentor for moving forward on their path to the Board. The Nominating Committee shall recommend to the NCJFCJ President the appropriate mentor for each candidate it believes should be assigned a mentor, based on strengths and weaknesses. The President shall work with staff to notify and make the connection between mentor and candidate.
12. Names of those selected for nomination are submitted for election at the Business Meeting of the General Membership. At the Business Meeting, members in attendance vote for acceptance of the nominees as a slate. Substitute nominations can be made from the floor, so long as the nominees put forward from the floor have otherwise met all requirements as outlined in the Bylaws, including having proceeded through the Nominating Committee process.
13. Following election at the Business Meeting, new Directors are officially sworn in along with new Officers.

14. Following election and swearing in, at the conclusion of the Annual Conference, a meeting is held for new Board members and their Board mentor. Staff work with the new President to assign mentors from among experienced Directors to assist new Directors with learning Board culture and practices. An indepth orientation is scheduled in conjunction with the Fall Board meeting.
15. Following their meeting at Annual Conference, the Nominating Committee will also submit to the Executive Committee a list of alternate candidates for Judicial Director, to be used in the event of a Board vacancy during the year, should the Executive Committee or Board determine the vacancy should be filled before the next formal election of Directors.
16. To ensure transparency and that the Nominating Committee is meeting their obligation during the interview and selection process to achieve a diverse and qualified Board, the President, Immediate Past President, and Chief Executive Officer will participate in the conference call of Board Committee Chairs to discuss the prior year's Nominating Committee process and deliberations, addressing any challenges or perceived inconsistencies. The Board Committee Chairs will determine if a report to the Executive Committee and Board of Directors or further action is needed.

All aspects, written and unwritten, of Nominating Committee deliberations are to be kept confidential.

Some of the practices outlined above (who is qualified to run, as an example) are specified in the NCJFCJ Bylaws. Other aspects of this process have been developed over time and may be considered and modified each year while remaining in accordance with the tenets of the NCJFCJ Bylaws. Where any conflicts exist between these processes and procedures and the NCJFCJ Bylaws, the Bylaws shall prevail.