

## Nominating Committee Standing Rules

- The Nominating Committee (“Committee”) is responsible for soliciting and encouraging people to be involved in mentorships and Board of Directors (“Board”) positions.
- The Committee will meet quarterly to discuss potential leads for Board membership, more often if necessary.
- The Committee will actively seek opportunities to create mentorships with current Board positions.
  - Mentorships can be used as training to assume a position or as assistance for that position.
- The Committee will obtain a current membership lists from the Membership Director.
- The Committee will provide a list of nominated individuals to Board of Directors no less than 1 month prior to elections for distribution of the list of nominees to the membership. The list of nominated individuals will include the current Board members seeking reelection.
- The Committee must maintain at least 3 members including the Chair, per the Bylaws.
- The Committee will maintain a list of members interested in a future position or mentorship.
- The Committee will provide updates to the Board at least once per year or as often as needed.
- Interactions with committee members, nominees, and participants should be professional and respectful.
- All committee members must understand the Board member jobs as outlined in the Bylaws and based on the current activities of the individual in that role.
- All committee members must respect confidentiality and act with discretion regarding conversations with potential candidates and current Board members.

The Board will provide:

- Notice when a Board member resigns;
- Guidelines for the mentorship process on a case-by-case basis based on the interests of the mentee.