

**WHITE BLUFF CHAPEL  
ORGANIZATION AND PROCEDURES MANUAL**

4.3.4

**NOMINATING COMMITTEE**

1/17/2011

**Purpose:**

The purpose of the Nominating Committee is to evaluate, consider, and nominate persons selected from the Chapel Membership to become members of the Board of Trustees, or chairpersons for Chapel committees.

**Responsibilities:**

- Filling Trustee Positions:
  - Annually the Nominating Committee shall solicit from the membership of the Chapel names of qualified persons to consider as candidates for election as Trustees. At least one month prior to the Annual Meeting of the Chapel members, the nominating committee shall submit to the Board of Trustees, for further consideration, twice the number of candidates than positions to be filled.
  - The Board of Trustees will determine an order of preference for the list of candidates. The Pastor will then contact the candidates in that order of preference to determine their willingness to serve.
- Filling Committee Chair Positions:
  - Committee chairs are elected to serve for a period of one calendar year. Annually, the Nominating Committee will consider and nominate chairpersons for the various standing committees. Preference may be given to the currently serving committee chairs if they express a desire to continue serving. More than one candidate may be nominated for a chair, but an order of preference will be expressed in the list to be presented to the Trustees.
  - The Board of Trustees will modify and/or approve the list of candidates and order of preference. The Chair and Vice-Chair of the Trustees will then contact the candidates in that order of preference to determine their willingness to serve.
  - When a sufficient number of persons to fill the positions have accepted the call, these persons shall be put forth for election by the membership at the Annual Meeting.
- Electing Trustee Officers:
  - Annually, before the December Board of Trustees meeting, the Nominating Committee shall meet to evaluate and recommend candidates for the position of Chair, Vice-Chair, and Secretary of the Board of Trustees. The pool of candidates will include all current Trustees with one or two years of service remaining, plus the new incoming Trustees recently elected at the Annual meeting. It is recommended that the Vice-Chair have at least two years of service remaining at the time of nomination, in order that he/she may be considered for Chair in the year following service as Vice-Chair.
  - The Board of Trustees will consider these recommendations and any nominations from the floor, and elect officers at the December Board meeting, with the Pastor presiding and the outgoing Trustees abstaining from voting.

**Administrative:**

- Requirements of the By-Laws of White Bluff Chapel pertaining to the Nominating Committee may be found in Articles 6 and 7 of the By-Laws. *For convenience, portions of those requirements may be repeated or paraphrased here.*
- The Nominating Committee will be comprised of the Executive Committee, the past three Chairpersons of the Board of Trustees, the Pastor shall be ex-officio member, and one member-at-large selected by the current Chair of the Board of Trustees.
- The Nominating Committee is chaired by the Chair of the Board of Trustees.
- A quorum for a meeting will consist of five members, two from the Executive Committee and three others.

**Related Documents in Organization and Procedures Manual:**

[2.2 By-Laws Article 6: Board of Trustees](#)

[2.2 By-Laws Article 7: Officers](#)