



NOMINATING POLICY AND PROCEDURES
Approved by the Board of Trustees September 17, 2018

PURPOSE

This policy and procedures has been developed to ensure qualified, talented, and committed individuals are recruited to fill vacancies on the Board of Trustees for the Chatham Education Foundation.

NOMINATING POLICY

The Nominating Committee shall consist of the President, a Vice President and other appointed persons by the President.

The Nominating Committee is elected by and accountable to the Board of Trustees to recruit Trustees, Officers, and Committee Members who shall carry out the mission and strategic plans of CEF.

In accordance with the values of CEF, the Nominating Committee seeks to ensure that the Board of Trustees is inclusive and representative of our community and schools. The list of nominees shall be a function of the number of vacancies to be filled, schools represented, and talents/skills needed.

Candidacy is open to any individual who has a commitment to enhancing the public school experience in the Chatham Schools, and a willingness to assist in accomplishing that goal through active participation on the Board and committees. All individuals regardless of residency, race, color, religion, creed, national origin, gender, disability, marital or veteran status or any other legally protected status who express this commitment will be considered. However, no member of the Chatham Board of Education or employee of the School District of the Chathams shall be eligible to be a Trustee who is vested with voting privileges during his or her term in that office. Furthermore, the Board reserves the right to determine if a candidate has a conflict of interest with another position and/or another organization.

NOMINATION PROCEDURE

1. The Nominating Committee must ensure that all matters concerning Trustees is consistent with the By-laws.
2. Meetings of the Nominating Committee shall be considered confidential.
3. Committee shall begin its work by January of each year.
4. At the first Committee meeting each year, the Committee shall review the nominating policy and procedures and recommend changes or continuation of the existing policy and procedures to the Board of Trustees. Additionally, the Committee shall update the CEF Trustee Interest Form or other such forms or materials as needed.
5. Nomination Committee will survey current Trustees to determine the range of skills, knowledge, interest, experience, diversity, community representation, school representation, available volunteer time and term expiration. Trustees will additionally be asked if they would consider an Officer or Chair position as this will assist in developing an Executive Committee slate. Additionally, Volunteers of Chatham Education

Foundation will be surveyed to determine their interest in continuing on in their current capacity or if they would like to be considered a candidate for nomination to the Board of Trustees.

6. Committee will report the findings to the Board, facilitate discussion and identify priority needs for that year's nominating recruiting.
7. Committee will prepare a public call for nomination notice, to be distributed throughout the Chatham community, using a board range of contacts and media. The notice will describe the skills and experience the Committee is seeking and ask suitable interested candidates to contact the President or Nominating Committee Chair. Internally, the Board will be briefed on the CEF nomination process and priorities and asked to solicit suitable interested nominees to the Committee.
8. Each candidate for nomination will be asked to complete, sign and submit a CEF Trustee Interest Form, indicating seriousness of commitment and include personal profile information, experience, expertise and area of interest. Only those persons who have signified their consent to serve if elected shall be elected or appointed to such position.
9. All Trustee Interest Forms must be submitted to the Committee for consideration no later than 7 days prior to the Annual Meeting.
10. At least two members of the Committee will meet with each candidate prior to presenting the nominees to the Board to vet the seriousness of commitment and evaluate the skill set.
11. To prepare a slate of Board nominees, the Committee shall first consider positions of the returning Trustees then choose from the interviewed candidates who might best meet the needs of the Board.
12. A draft slate of all Officers and Trustees, shall be presented to the Board at a Regular meeting prior to the Annual Meeting. The Committee shall facilitate discussion about each candidate.
13. The final slate shall be distributed to the Board of Trustees at least 5 days prior to the Annual Meeting where the election of new Officers and Trustees will occur. Any Trustee Interest Form submitted to the Committee after this time and the Committee deems it eligible shall be presented to the Board as a candidate for nomination at the next Regular meeting even if the business for that meeting immediately follows the Annual meeting.
14. In accordance to the CEF by-laws, the presence at the annual meeting of the Foundation in person of a majority of the Board of Trustees shall constitute a quorum for the purposes of conducting business at such meeting.
15. At the Annual Meeting, the Chair of the Nominating Committee shall present the final slate to the Board for final comments. If a single nominee's approval is in question, the Board can vote to remove that candidate from the final slate for further consideration prior to the election and appointment of the slate. Upon an affirmative majority vote of the Board of Trustees, the nominees for Trustee will become active Trustees on the Board. The new slate of Officers and Trustees shall then be submitted to the Secretary for inclusion in the minutes.
16. Candidates elected and/or appointed will receive a welcome letter from the Committee. The new Trustees and Officers shall take office as of July 1, the beginning of the new Fiscal Year.
17. In accordance to the CEF by-laws, any vacancies in the Board and any vacancies caused by an increase in the number of Trustees pursuant to a duly adopted resolution of the Board, may be filled by the affirmative vote by all of the remaining Trustees present, even though less than a quorum of the Board, or by the sole remaining trustee.
18. Vacancies on the Board may, but need not, be filled during the unexpired term by approval of the Board of Trustees at a Regular meeting. Service of an unexpired term by a person so appointed shall not preclude his/her serving additional terms.

19. If a vacancy occurs among the Trustees, the Nominating Committee may convene and nominate a proposed successor. This candidate shall be voted on at the next Regular meeting of the Board of Trustees, and upon an affirmative majority vote of the Board of Trustees, the nominee will become an active Trustee on the Board.
20. In the event of a vacancy in the office of the President, a Vice President shall fill the office of President until such time as the Nominating Committee is able to fill the position.