

Unity North Atlanta
Policy and Procedure

Policy Name: Board of Directors Nomination and Election Process	Date Created: 10/20/16
Policy Number: UNAC-160003	Date Renewed: 10/15/20
Category: Administration	Expiration Date: 10/15/2023
Approved By: Board of Directors	

Purpose of Policy: To ensure a fair and proper process for nominating candidates for the Board of Directors by the Nominating Committee. The Nominating Committee is elected by the Membership at the Annual Meeting per the Unity North Atlanta Bylaws (Section 6.01) and will consist of 5 active members.

Selection of Qualified Candidates: The Nominating Committee will initiate a search for at least as many qualified candidates to the Board of Directors as there are open positions, interviewing potential candidates and presenting its final nominations to the Membership.

1. At least six months prior to the Annual Membership Meeting, the Board Chair will provide the Nominating Committee Chair with the number of Directors with expiring terms.
2. At least four months prior to the Annual Membership Meeting, the Nominating Committee Chair will cause to have published on the website and elsewhere the Board positions available.
3. All applicants will be required to complete an Application for Board of Directors (a current copy of which is attached as Exhibit A). At least five months prior to the issuance of the Application, the Nominating Committee will meet with the Board Chair and Senior Minister to review the current Application to determine if any changes are needed.
4. The Board of Directors will determine if there are particular skill sets needed for the Board. (e.g., Finance, Marketing, Facility) and make these recommendations to the Nominating Committee.
5. After the interview process, all approved candidates will be required to undergo a background check.
6. Once clean background checks are validated, and at least 45 days prior to the Annual Membership Meeting, the Nominating Committee will submit to the Board of Directors the slate of Candidates.
7. At least 30 days prior to the Annual Membership Meeting, the Board Chair will cause to be published on the website and elsewhere the Candidates for the Board of Directors.

Annual Membership Meeting: Nominating Procedure

At the Annual Membership Meeting, the Board Chair (or Presiding Officer) shall begin the nominating process by:


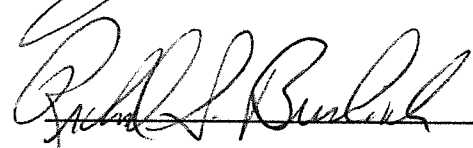
1. Reading Article IV, Sections 1 and 5 of the Bylaws just prior to beginning the process of nomination and election.
2. Calling upon the Chairperson of the UNA nominating team to present the slate of nominees to the Membership for its consideration prior to taking a vote.

3. Providing pre-determined time limits for the Nominees to share their qualifications with the Active Membership present prior to a vote being taken.

Annual Membership Meeting: Election Procedure

Fifty active members present will constitute a quorum for the transaction of business at any annual membership meeting. (By Laws Section 5.02(c).)

1. The election shall be by written ballot with each active member to have one vote for each open Board position and may only exercise one (1) vote for each position.
2. At least 3 volunteers (with no relation to Nominees or Board Members) who are Active Members will count the ballots. This process will be repeated twice.
3. The result of the vote shall be announced to the Annual Membership Meeting. The nominees receiving the largest number of votes will be elected to full three (3) year terms.

 Board Chair	JENNIE LANGER Printed Name	11/4/2020 Date
 Senior Minister	Rev. Richard Burdick Printed Name	11/2/20 Date