

NOMINATIONS PROCESS & CALENDAR

1st Thursday in September – Nom. Chair meets with Conf. Staff Support to determine current expected openings. Creating list which includes how many for each group, and what types of people needed for diversity and Disciplinary requirements.

In September –

- Assistant to Dir. of Connectional Ministries & Nom. Chair trains/explains process to Directors, Superintendents, Chairs and Bishop – notifying them of openings expected the following annual conference for their groups and how to suggest persons.
 - + Provide Directors, Chairs, Superintendents, Bishop and Nom. Team with CVFs to use to suggest people.
 - + Provide clear instructions on how to submit **suggested nominees** for consideration
 - Two ways: 1) Have suggested nominees fill out CVF and send it to Roscel
 - 2) Notify Roscel Carandang of name, address, phone, & email of the suggested nominee. Support staff will then pursue a CVF from that suggested nominee.
- Publicize HARD deadline of 2nd Friday in February — no exceptions. All suggested nominees CVFs must be in.

4th Thursday of September -- Nomination Team meets by Zoom at which time they are notified of all expected openings and the types of people needed and the team is instructed how to pursue possible nominees – having the suggested nominee fill out a CVF and submitted by Feb. deadline.

- + Remind everyone to seek diversity & to seek “new” persons not already serving in other Conference capacities.

During October/November/December/January –

- Directors, Chairpersons, Superintendents, Bishop, & Nom. Team all pursue persons to suggest / recommend as possible nominees – and seek to get CVFs from them throughout these 4 months. Submitting persons to the Nom. Team as soon as they have a CVF.
- CVFs are submitted to and collected by Nom. Team Leadership for 4 months.
 - + No actions taken by Nom. Team until February – other than to acknowledge CVFs have been received.
- Monthly reminders sent from Nom. Team Leadership by email and/or Slack or made by phone call to all Directors, Chairperson, Superintendents, Bishop & to Nomination Team to keep them suggesting names.

1st Thursday in November – Nominations Team meets to update progress, revisit expected openings, address immediate or unexpected openings and “stay on track”.

2nd Friday in February – DEADLINE

- All suggested nominee CVF MUST BE received by Deadline to be considered.

February & March –

- **3RD Thursday in February** -- Nominations Team meets Face-to-Face for day-long meeting
 - +All suggested nominees CVF are reviewed and assigned to various committees/teams.
 - + Consideration given for Disciplinary Requirements/Diversity/Director, Chairperson, Superintendents requests.
 - + Trying to accommodate, but not guaranteeing that all suggestions/requests will be honored.
 - + Identify any unexpected holes from resignations and removals.
- **1st Thursday in March** Nominations Team meets by Zoom to finish remaining holes.
- **3rd Thursday in March** Nominations Team meets by Zoom (if necessary)

During April –

- Conference Staff support for the Nomination Team will produce a report to be reviewed and approved by the Nominations Chairperson in anticipation of Annual Conference.

May 1st –

- Nominations Report finished and submitted to Annual Conference
- Nomination Team Leaders notify / communicate back to Chairs, Directors, Superintendent and Bishop the slate of nominees as determined by the Nominations Committee that will be going to Annual Conf. for vote.

By End of June –

- Nominations Team Leadership notifies All Directors, Chairperson, Superintendents and Bishop of Leadership List approved at the Annual Conference session. They are also given a copy of the attendance policy, rules document pertaining to their group, and are urged to contact their people to announce their first meeting.

Mid-Year Openings

- Mid-year openings will be addressed on a case by case basis:
 - + Directors, Chairs, Superintendents, and the Bishop should notify Roscel Carandang of any unexpected openings that occur in writing/email.
 - + Roscel notifies Nominations Chair & Assistant to the Dir. of Connectional Ministries
 - + Chairperson addresses openings with the Nominations Team as need arises