

# Community of Christ

## GUIDELINES FOR USING A NOMINATING COMMITTEE

4 August 2006

1. Section 2.A.3.c. on page 8 of the *Church Administrator's Handbook* (2005 edition) states: "Some congregations may find it helpful to use a nominating committee or a search committee, broadly representative of the congregation itself, to discuss leadership needs and to seek out those who might serve in the role of pastor."
2. You are not *required* to have a nominating committee. If your congregation is interested in using one, however, here are some guidelines to follow.
3. Under Section 2.A.3.c., the congregation should decide (a) whether to use a nominating committee and (b) how to constitute it. The pastor should not make those decisions for the congregation. If you intend to use a nominating committee, your congregation should therefore take the necessary legislative action to authorize and compose it.
4. Inasmuch as Section 2.A.3.c. does not indicate exactly how a nominating committee is to be used, Robert's Rules of Order apply.
  - a. Robert's Rules of Order Newly Revised (10<sup>th</sup> edition, 2000), p. 419, 46.7-13, provide: "The nominating committee should be elected by the organization whenever possible, or else by its executive board. Although in organizing a new society it may be feasible for the chair to appoint the nominating committee, in an organized society the president should not appoint this committee or be a member of it—ex officio or otherwise. . . ."
  - b. A congregation is an organized group. Unless there are unusual circumstances that would prevent it from electing a nominating committee, such a committee should be elected by the congregation, not appointed by the pastor.
  - c. If you wish to use a nominating committee, you should call a special congregational conference (also known as a business meeting) to consider the matter. The first item of business would be to discuss and vote whether or not to use a nominating committee to make nominations for officers at the congregational conference at which they will be elected. If the vote is negative, nominations will be made only from the floor. If it is affirmative, the body would next specify (i) how many people will be on the nominating committee (it should be large enough to make it "broadly representative of the congregation itself" within the meaning of Section 2.A.c.3.) and (ii) when it will submit its report to the congregation (e.g., a certain number of days or weeks before the congregational conference is held or at that conference itself). The body would then elect the members of the nominating committee.
5. Robert's Rules of Order Newly Revised, p. 421, 46.6-10, also stipulate: "After the nominating committee has presented its report and before voting for the different offices takes place, the chair must call for further nominations from the floor." This rule is mandatory, not discretionary. At the congregational conference at which the elections take place, after the nominating committee presents its report, the chair must allow additional nominations to be made from the floor for any of the offices for which the nominating committee has made nominations.