

Moderator Nominating Committee Charge from the Board of Trustees

We appreciate the Moderator Nominating Committee's willingness to undertake the important work that will lead to the election of the next Moderator for the Unitarian Universalist Association. The following charge outlines the expectations of the Board of Trustees with respect to the search process and the authority granted to the search committee:

1. The search committee will develop a statement of desired qualifications for the Moderator that will guide the search and selection process and be shared with candidates and nomination sources. The statement will be reviewed and approved by the UUA Board of Trustees.
2. The search committee will adopt a timetable for the search that will permit the anticipated election of a new moderator at General Assembly 2019.
3. The search committee will make periodic reports to the board secretary about the progress of the search.
4. All search committee members will observe strict confidentiality in the conduct of the search. Any member of the search committee who breaches confidentiality may be removed from the committee without replacement.
5. The search committee will present to the Board of Trustees a summary of its work and to make its recommendation(s) for nominees on or before **<PLACEHOLDER FOR DATE>**

Current Procedures for MNC

As background, here is what the UUA Bylaws say about the Moderator Nominating Committee in Section **9.5.b**:

Moderator. The Board of Trustees shall submit one or more nominations for the office of Moderator for an election at the end of a Moderator term or for a special election. The report of the Board of Trustees shall be announced by February 1 of the year before the General Assembly at which there is to be a Moderator election, except in the case of a special election, in which case the report of the Board of Trustees shall be announced by December 10 of the year before the election.

These are the current UUA Board policies for the Moderator Nominating Committee (MNC.) From our Section Three Policies, adopted in October of 2015, Section **3.6.2.b**:

- i. Not later than 24 months before the beginning of a General Assembly at which an election for Moderator will be held, the Moderator Nominating Committee (MNC) shall issue a call for nominations, which must be received within two months.
- ii. Not later than 19 months before the beginning of a General Assembly at which an election for Moderator will be held, the committee shall recommend to the board two or more possible candidates for Moderator. No member of the committee may be recommended as a candidate. Each candidate must give written consent prior to being recommended. The names of recommended candidates who are not nominated by the board shall not be made public. The committee shall submit to the board background information on each recommended candidate, which shall be received by the board in confidence. No board member who is a recommended candidate shall receive the background information on any candidate. Individuals who normally attend executive sessions, per policy 3.1.9.E, shall be entitled to receive the MNC recommendations and background information, and to attend all sessions concerning the nomination of candidates for Moderator.
- iii. The board shall interview one or more of the recommended candidates in executive session. No candidate who was recommended by the MNC or who intends to run by petition may be present during the interview of any other candidate, or in any other executive session held to discuss candidates for Moderator.
- iv. As required by Section 9.5 of the Bylaws, the board shall nominate one or more candidates no later than February 1 of the year before the General Assembly at which there is to be an election for Moderator.
 1. The following individuals may participate in Board deliberations but shall not be eligible to vote: the Secretary of the Board, the Trustees who serve on the Election Campaign Practices Committee, the President, and the Youth Observer.
 2. The following individuals may participate in Board deliberations and shall be eligible to vote: the Moderator, and any Trustee who served as a voting member of or non-voting board liaison to the MNC.
 3. Voting shall be by secret ballot in executive session, with procedures for voting and vote counting to be determined by the Secretary.

4. Voting shall be conducted using the “single transferable vote” method, with a ballot designed to permit the designation of first, second, third, etc. choice. At the conclusion of the vote counting, the two candidates with the highest number of votes shall be declared the nominees. However, if one candidate receives more than 75% of the first choice votes, then only that candidate shall be the nominee of the board. Furthermore, if two or more candidates for nomination are separated by less than one full vote, they shall be considered tied and the board shall take a second vote to break the tie.

5. The minutes of the executive session shall report only the names of the nominee(s).

v. If a special election is to be held to fill a vacancy in the office of Moderator, the procedures in this section 3.6.1.A shall be followed to the extent that time permits. The Moderator Nominating Committee shall make its recommendations to the Board no later than November 1 of the year before the election.

Question for the Board: Do we like this process for the Moderator Nominating Committee (especially section iv) or should we change it? And if so, what should we change?

Timeline for MNC

January 2016

Appointments Committee is charged with finding members for the Moderator Nominating Committee (MNC)

October 2016

Board appoints Moderator Nominating Committee

No later than GA 2017

MNC issues call for nominations

No later than October 2017

Deadline for applications

No later than December 2017

MNC recommends 2 or more candidates for Moderator to the UUA Board.

December 2017 – January 2018

UUA Board interviews candidates in executive session

UUA Board votes on nominations

By February 1st 2018

UUA Board publicly announces nomination of 1 or more candidates for Moderator

GA 2019

Election for Moderator

Questions for the Board: Do we like this timeline or should we change it? The only dates we can't change are Feb. 1, 2018 date and when the election for

Moderator is. Do we want to give more guidance to the future MNC other than simply “by this date” or let the future committee decide?