

Buffalo Niagara Association of REALTORS, Inc.

NOMINATIONS PROCESS

I. NOMINATIONS PROCESS

Committee Composition *(5 persons)*

- Immediate Past President - Chair
- One Past President – not currently serving as a Director
- Three Members Chosen by the Chair, One must be a Past President
- All approved by the Executive Committee

Committee Responsibilities

The Nominations Committee is responsible for:

1. Throughout the year, proactively promote awareness of leadership opportunities. This may include activities such as contributing articles; raising the awareness of members at meetings, and assisting staff in plans to publicize leadership opportunities.
2. Review the nominations received, screening the applicants, and providing the Board of Directors with at least two qualified candidates to consider per vacant position.
3. Explain the board responsibilities and conflict of interest requirement prior to asking a candidate to consider serving.
4. Maintaining accurate minutes and notes of all committee meetings.
5. Other activities that may appointed to the committee.

Procedures

1. Committee identifies and vets candidates' for submission at the requested board meeting.
 - a. Vetting means that the committee discusses the position with the person s/he is going to suggest as a candidate, and gets a tentative commitment.
 - b. Information is transmitted for understanding by the candidates, i.e. non-disclosure/confidentiality statement, conflict of interest, etc.

2. The nominations procedure, nominator form, Board position descriptions and qualifications on the website to promote member awareness, engagement and transparency.
3. A call for nominations in the monthly newsletter, with a reminder.
4. Qualified members may self-nominate through a prescribed process and adherence to the timeline.
5. Upon receipt of a nominee form, the candidate will be referred to the "Members Only Section" of the website for the following information:
 - a. Candidate Nominee Form (All candidates will submit new Candidate Nominee Forms each year and must be nominated by a Nominator each year.)
 - b. Deadline for returning this form to the Nominations Committee
 - c. Bylaws
 - d. Strategic Plan
 - e. Board position description
 - f. Summary of commitments covering time, expenses, number of meetings, how the Board functions, terms, etc.
 - g. Time line for nominations process
 - h. Conflict of interest information
6. Staff will forward all Candidate Nominee Forms to the nominations Committee. Each committee member will review them individually. The list of candidates will be divided among the Nominations Committee so that each candidate receives separate calls from 2-3 of the committee members. A script and set of questions will be provided to the committee so that each candidate is told and asked the same things. A teleconference will then be held arranged with the full committee to discuss the results of the interviews. The Nominating Committee should attempt to provide at least two viable candidates per vacant position to the Board for consideration.
7. The Nominations Committee interviews with candidates will cover the following:
 - a. Review of the submitted Candidate Nominee Form for any clarifications and for factual checks.
 - b. Review of why the candidate is interested in serving
 - c. Discussion of whether they are committed to serving in a volunteer capacity after reviewing all of the supporting materials.
 - d. A review of the Board of Directors position description
 - e. The opportunity to ask any questions from the materials received
 - f. Discussion of their willingness to participate in other leadership roles in organization, e.g. task force, committee or project chair.

8. After the board has approved a slate - and before the slate becomes public - the Chair of the Nominations Committee will contact all persons who completed a Candidate Nominee Form. The Chair will:
 - a. Thank the individual for being interested in serving in a leadership role
 - b. Inform them of the results of their application
 - c. Advise the person if they have been selected for another leadership role in the coming year.
9. The staff will publish the proposed slate to the membership according to the deadlines required for notice of the nominations and election.

General Directives to the Nominations Committee and Board of Directors

1. To sustain leadership, the Board should find assignments for all persons, if they are interested, who are part of the candidate pool, because they have expressed interest.
2. An information sheet and/or resume should be kept in the Nominations Committee file on all candidates that records the interactions with each person so that conversations and future intentions do not get lost year to year.
3. The Nominations Committee should be cognizant and strive for a mix on the Board that represents diversity (skill set, practice setting, geography, experience, race, preferences, age, disability, etc.)

II. CONFIDENTIALITY

1. The Nominations Committee, Board of Directors and staff will not share information about nominees.
2. All Board members can see the full slate of potential nominees including those not selected for presentation to the Board.
3. Members will only be presented with the slate of nominees approved by the Board. The full slate of candidates will not be shared with members.

III. LOCATING LEADERSHIP CANDIDATES

1. Along with the nominee form that is presented to the membership, the position description and qualifications should be included. This will help educate the members about the work of the Board, as well as aid in their thinking about potential nominees' qualifications.