

Charter of Nominating Committee St. Paul's Episcopal Church Chattanooga

Membership

Not later than the **[June]** meeting each year of the Vestry of the Parish, the Senior Warden shall nominate, and the Vestry shall elect, a Nominating Committee of the Parish ("Committee") to serve for a term of one year or until their successors are duly appointed. The Nominating Committee shall consist of the members of the Vestry whose terms are expiring and up to **[five]** members of the Parish nominated by the Senior Warden and elected by the Vestry.

Purpose

The purpose of the Nominating Committee shall be to nominate a slate of candidates for election to the Vestry at the Annual Meeting of the Parish following the appointment of the Committee, or as otherwise requested by the Senior Warden and Vestry.

Duties and Responsibilities

1. The membership of the Committee shall be published to the Parish with the request that any parishioner desiring to nominate a person for election to the Vestry shall make such nominations in writing to any member of the Committee. Such nominations shall be made at least **[four]** weeks prior to the Annual Meeting of the Parish.
2. The Committee shall meet not less than **[two]** weeks before the Annual Meeting and shall select nominees for election to the Vestry from the names of those persons who have been nominated and persons nominated by the Committee. The Committee shall ensure at least one (1) person shall be nominated to fill each position on the Vestry to be elected at the Annual Meeting. No person may be nominated by the Committee who has not consented to such nomination and agreed to serve if elected.
3. The Nominating Committee shall circulate to the Parish the names of the nominees for election to the Vestry not less than **[ten]** days before the Annual Meeting and host and invite all nominees to participate in a forum open to the Parish in advance of the Annual Meeting.
4. The Chair of the Committee shall present the nominees for election at the Annual Meeting and shall have a printed ballot prepared with the names of all persons nominated.
5. After the nominations have been thus completed, the ballots shall be cast by the parishioners, voting for one (1) person for each vacancy to be filled. The tellers shall count any absentee ballots cast in accordance with Article V, Section 4 of the Canons.
6. Ballots must include votes cast for the exact number of Vestry members to be elected. Any ballots upon which a vote is cast for more or fewer than the exact number of Vestry members to be elected shall be declared by the tellers to be void and shall not be counted.

7. Tellers shall be appointed by the Chair of the Committee to count the ballots and report the results to the Annual Meeting.

8. The nominees receiving the highest plurality of the votes cast for each position on the Vestry open for election shall be declared elected.

Structure and Operations

The Senior Warden shall designate one or more members of the Nominating Committee to serve as Chair or Co-Chairs of the Committee.

The Committee shall meet as frequently and at such times and places as it deems necessary to fulfill its duties and responsibilities. The Committee is governed by the same rules regarding meetings (including meetings in person or by telephone or other means), action without meetings, notice, waiver of notice, and quorum and voting requirements as are applicable to the Vestry in accordance with the Canons.