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**Nominating Committee**

**5/14/2024**

**Members Present:** Shannon Wienandt, Robin Adams, Lisa Haen

[**Attendance Tracking**](https://docs.google.com/spreadsheets/d/14qgXYReQ3dw2LSEG9jpyIHSxvQ9iT8Gx_1t7YvRam3o/edit?usp=drive_link)

**Nominating Committee Operations**

* Occurs every second Tuesday from 2:15 PM to 3:15 PM effective Tue 3/12/2024: [zoom](https://us02web.zoom.us/j/82085791251)
  + If we need to cancel, we will decide on the Monday prior to the meeting
* Mike Bonertz and Shannon Wienandt - Co-Chairs

**Need to revise** [**policies and procedures**](https://docs.google.com/document/d/1IGZm-4GqeB88OOw2CwEBsHZUYYA9VM1S/edit?usp=drive_link&ouid=114278526031575120654&rtpof=true&sd=true)

* 5/14/24: Committee Members will finish making suggestions on this for June meeting

**Vacancies - Coalitions missing representatives**

* Need to create a process for when issues arise and vacancies occur.
  + Not listed anywhere which reps are missing - need a tool
    - Board Matrix: [Skills, Abilities, and Terms](https://docs.google.com/spreadsheets/d/1osNI88NhzpWPz1nfwx2AlNFTvv3OCSPsr_Mop3Ykde0/edit?usp=sharing)
  + Create a tool to inform when all coalitions meet
    - Create the Google sheet and then WIBOSCOC staff will help us fill it in
    - Create shared, updated list of contacts and vacancies
    - Tool: [Local Coalition Information](https://docs.google.com/spreadsheets/d/1a-iSYqurGjXoz2-PeDL0No6x3Jc5-iv6V1c0NOOY7uA/edit?usp=drive_link)
* Need to define role of Nominating Committee in supporting coalitions with vacancies.
  + In the past we have contacted the chair of the local coalition and asked if they had a potential board member.
  + NWISH Coalition needs a BOD representative.
    - 5/14/2024: Kate is asking the NWISH Coalition
* Ensure we are updating expiring terms
  + Terms are posted on the website by Lisa Haen: <https://www.wiboscoc.org/board-of-directors.html>
    - Fix Terms document to add clarity (start and end)
    - In November or December: Send all BOD members the new application to ensure all demographic info is the same for all. - only send the questions we need (demographics and contact info) - **do this in Google Forms**
      * <https://docs.google.com/forms/d/e/1FAIpQLScG7djbCpyxosZ9p56fTLh1rG09wIGpHLsi98JsniQ2-hsCjw/viewform?usp=sf_link>
        + 5/17/2024 this was sent out to Board Members and announced during the WIBOSCOC Meeting
    - Need to update Board Manual to match bylaws (3-year terms)
      * 3-year terms are assigned to the coalition, not the elected board member.
        + *Number and Term of Directors…. shall be determined annually by the Board of Directors. Except an interim appointment to fill a vacancy, each Director shall hold office for a term of three years or until such Director’s successor shall have been duly elected or until such Director’s death, resignation, or removal. Page 7 of the bylaws.*
* Inform at the May and August WIBOSCOC meeting which coalitions have expiring terms and inform them of process and timeline
  + Need to send to delegates for vote at November meeting
  + Applications are due no later than October 1
  + Nominating Committee sends emails to coalitions starting in July with a goal of monthly reminders
    - Include WIBOSCOC support staff, coalition chair/lead, coalition email addresses, and coalition delegate in emails
  + Nominating Committee ensures Board is informed