



Health Ministries Association	Original Effective Date	1/26/2012
	Operations Manual - Policy and Procedure	Current Effective Date
<i>Selection of HMA Nominating Committee</i>	Dates Reviewed	

- I. **Policy:** It is the policy of HMA to maintain a Nominating Committee to oversee the election process for Board of Directors.

- II. **Purpose:** The purpose of this policy is to define the terms and cycle for nominating committee members to maintain congruency in the committee

- III. **Procedure:**
 1. The HMA Board will select the Nominating Committee (NC) using the process described here.
 2. The Vice-President of the HMA Board will publicize an invitation to members to self-nominate to serve on the NC. This will be done through an HMA Today e-newsletter or special e-blast to members. The invitation will include the guidelines used to select members (see #9 below), as well as the Nominating Committee Position Description.
 3. HMA members interested in serving on the NC will respond to the Vice-President of the Board.
 4. In 2020, the HMA Board will review received self-nominations and select three (3) to serve as the NC. These members will serve staggered terms:
 - a. A—one person will serve 1 year
 - b. B—one person will serve 2 years
 - c. C—one person will serve 3 years.
 5. In subsequent years, the Board will choose NC members in this manner:
 - a. 2021: position A to serve for three (3) years
 - b. 2022: position B to serve for three (3) years
 - c. 2021: position C to serve for three (3) years.
 6. Following this pattern, the Board will then choose one (1) person to serve on the NC each year. In this manner, the NC will always be comprised of members in staggered terms, insuring a mix of veteran and new members.
 7. The Vice-President will inform those chosen to serve on the NC, as well as those who were not chosen, thanking all of them for their willingness to serve.



8. The Vice-President will announce the NC members for each year through an HMA Today e-newsletter or special e-blast.
9. These guidelines will be used in selecting the NC members from those who self-nominate:
 - a. Eligible candidates will be active HMA members in good standing for at least two (2) years.
 - b. NC members will be chosen to represent as much geographical diversity as possible.
 - c. NC members will be chosen to represent as much diversity in health ministry roles as possible.
 - d. NC members will be chosen to represent as much diversity in length of HMA membership as possible.
10. This timeline will guide the choosing and work of the NC for **2021 onward**:
 - a. call for self-nominations: September 1 & at annual conference
 - b. receive and review self-nominations: September 1-October 1
 - c. choose that year's NC member(s): October 4
 - d. inform those chosen and not chosen: October 6
 - e. announce NC to HMA membership: October 10
 - f. NC convene: October 15
 - g. newly-elected Board members received at next year's September BOD meeting.

This timeline will guide the choosing and work of the NC in **2020**:

- a. call for self-nominations: February 15, 2020
- b. receive and review self-nominations: February. 15 - March 15, 2020
- c. choose that year's NC member(s): March 18, 2020
- d. inform those chosen and not chosen: March 20, 2020
- e. announce NC to HMA membership: March 25, 2020
- f. NC convene: March 30, 2020
- g. newly-elected Board members received at the September 2020 Board meeting.