

**Twelfth Triennial Convention  
Women of the ELCA  
September 19-21, 2023  
Phoenix, Arizona**

**NOMINATING COMMITTEE**

(nine members, including chair)

**Purpose of the committee:**

To prepare, in accordance with the provisions set forth in the Women of the ELCA constitution, a slate of nominees for the offices of Secretary and Treasurer and for the elected members of the Churchwide Executive Board.

**Duties of the chair:**

1. To attend a meeting of the committee (date to be determined).
2. To call subsequent committee meetings
  - a. Set time of committee meetings during the convention.
  - b. Obtain room assignments for committee meetings from convention office.
  - c. Notify members and resource person(s) individually by convention business bulletin board notices or telephone of time and place of committee meetings.
  - d. Give, in writing, time and place of committee meetings to convention secretary.
3. To lead the committee in fulfilling its purpose of preparing a slate of nominees for the offices of secretary and treasurer and for the elected members of the executive board.
4. To convene all committee meetings including an orientation meeting. Communicate to committee members the purpose of the committee, their duties and the amount of time available for completing them.
5. To prepare, or arrange for the preparation of, the report(s) of the committee in five hard copies and one electronic file. (One copy each for the presiding officer, the executive director, the stage manager, the parliamentarian and a hard copy and electronic file for the secretary).
6. To present the report(s) of the committee to the convention as scheduled in the agenda and as requested by the presiding officer.
7. To prepare a brief, concise evaluative report of the work of the committee, suggestions for improved procedures, etc. Please submit this report to the convention office by the end of the convention).
8. To appoint a recorder.

**Duties of committee members:**

1. To read the appropriate constitutional provisions relating to the nominations of officers and board members.
2. To attend all meetings of the committee.
3. To study carefully all preparatory materials including nomination forms.
4. To prepare the slate of nominees for secretary, treasurer, and the executive board.
5. To oversee operation of the Nominations Desk at the convention, process floor nominations at the convention and present them to the voting members.
6. To be on the alert during the convention for announcements or notices of meetings on the convention business bulletin board.
7. To attend the meetings of the committee as may be needed during the convention.

**Resource person:**

A churchwide staff member is assigned to the committee as a resource person. She provides information about policies and procedures, as necessary, to the committee. She is not a committee member, but she must participate in all committee meetings. Therefore, she must be notified of all committee meetings.

**Materials to be provided:**

1. Nomination forms submitted for each suggested nominee and other materials.
2. Guidelines and procedures for nominations as set forth in the Women of the ELCA Constitution and Bylaws in Article XIV.
3. The Nomination Committee must select the nominees for secretary, treasurer, and board member positions from the names submitted, with the provision that if the names submitted do not fulfill the nominations criteria, the committee may recruit other names from congregational units and voting members to fulfill constitutional requirements.
4. Additional information for the committee will include:
  - a. Eligibility of current board members.
  - b. Job descriptions for secretary, treasurer, and executive board member (see churchwide constitution).