

# **Center Club Orange County**

## **Nominating Committee Operating Standards**

### **Nominating Committee:**

The Operating Standards of the Board of Governors, Center Club Costa Mesa, California, provides for a Nominating Committee. Through presentation of nominees for new Governors, the Nominating Committee will seek to ensure active participation, encourage diverse representation of Club Membership, and focus on providing a positive experience for the Club and Board Members.

*ARTICLE 7\*. NOMINATING COMMITTEE: The Nominating Committee shall be comprised of the Chairperson, Vice-Chairperson, General Manager, and Board Chairperson emirates and two other Governors appointed by the Board.*

### **Purpose:**

To establish and manage a procedure for attracting qualified candidates and the orderly selection of Club members to serve on Center Club Orange County's Board of Governors. In keeping with the Club's Vision, Mission, and Core Values, ensuring a representation of the club membership.

### **Composition:**

1. Committee Chairman
2. Chairman of Board of Governors
3. Board Chairperson emirates
4. Two appointed Board Members
5. Club General Manager or his designees

### **Scope and Duties:**

- Seek diversity in the composition of the Board of Governors.
- Establish criteria to be used in the selection process, including the clarification and discussion of the Club's Vision, Mission ad Core Values with each candidate.
- Identify, evaluate and recommend individuals to serve on the Board of Governors that embrace and promote the Vision, Mission and Core Values of the Club. Current board members upon renewal will go through the same process.
- Prepare for Board vote eligible nominees as provided in Article 4.6 of Board of Governors Operating Standards.

*ARTICLE 4.6\*ELECTION OF GOVERNORS. The Governors shall be elected annually by the Board. The Nominating committee will submit nominees with a brief autobiography or resume for each nominee to the Board. Nominees to the Board must be in good standing in the Club and preferably have served on one or more committees within the previous five (5) years. The Board will elect an equal number of nominees to available vacancies at the November meeting. The nominees receiving the highest number of votes on the ballot shall be elected to fill the vacancies on the Board. Governors Elect will be notified by the Board Chair of their selection and informed of the next scheduled Board meeting. The at large Governors shall serve three-year terms, staggered such that in any given rotation, one-third of the at large seats shall come open for election. The vote for Governors shall be by written ballot.*

### **Selection Criteria:**

- Active member of the Club for a minimum of three years.
- Active service on one or more Club Committees.
- Possess knowledge of the Club and an understanding of its history.
- Demonstrated support for the Vision, Mission and Core Values of the Club.
- Attend and contribute at the board meetings
- Member in good standing at the Club.
- Actively uses the club and promotes club events.
- Supports Center Club cares mission and events (i.e.: Hops & Vine Charity Classic)

### **Nominating Review and Procedure:**

- Publish the Board of Governors standards, criteria & nomination process on the website.
- Announce & open nomination with set time frame.
- Actively recruit nominees.
- Meet as needed during the year prior to the August Board of Governors meeting to identify and screen qualified candidates.
- Consider all candidates submitted based on the governors selection criteria.
- The Information Profile (see the attached: Attachment "A") to be completed for each candidate.
- Review all Candidates, discuss and decide on nominees to fill open seats and prepare information to submit to the Board of Governors.
- Propose exact number of candidate Nominees to Board of Governors at designated meetings as available seats.
- Chairman of Board to notify selected nominees and invite them to join the appropriate Board meeting.

### **Procedure:**

- Publish the Board of Governor's application criteria and broadly request nominations.
- The Nominating Committee will submit a brief biography to the Board for each selected nominee.
- The Nominating Committee will propose nominations to the Board at the November meeting to fill open Board seats.