

council nominating committee WORKSHEET

“To improve the **QUALITY** of program in every unit in America!”

The local council nominating committee has the important responsibility of selecting a slate of council leaders who will be responsible for achieving the council objectives of ensuring that every unit and district earn Quality recognition, thereby increasing the effectiveness of Scouting in every youth member’s life. Additionally, it will maintain lists of potential candidates and meet periodically throughout the year to assess those candidates.

The committee appointment and report can be found in Article III, Section 4, the *Local Council Articles of Incorporation and Bylaws*; “Council Election Procedures” appears in the appendix.

Essential steps for the committee include the following:

1. Meet throughout the year to collect and maintain lists of candidates and review them so as to have a pool of qualified people. Keep a record of those considered or rejected.
2. Review local council bylaws and council election procedures to determine the number of people to be elected and the required quorum. Read the council election procedures in this folder.
3. Identify council priorities from your current strategic plan to determine additional volunteer resources needed. Attention should be given to the diversity of the executive board (geography, age, gender, experience, etc.).
4. Review position descriptions.
5. Evaluate the effectiveness of current officers, executive board members, and members at large (including attendance and Friends of Scouting giving record provided by the Scout executive).
6. Consider potential leadership outside of Scouting.
7. Target recruiting new and ideally younger executive board members and members at large. At least 10 percent of the board and members at large should be new each year.
8. Make suggestions for each office, matching skills to needs, and participate in the committee effort to reach unanimous agreement on each nominee.
9. Participate as requested in personally contacting each nominee and securing agreement to serve.
10. Support fully the final actions of the committee.
11. Treat all information as confidential.

President. An individual recognized for outstanding character and achievements as a leader with executive ability, personality, and organization experience. Inspires confidence and can secure significant financial support for Scouting. This individual should be acceptable to business leaders, educators, and religious leaders, and able to help the council in securing adequate financial support.

Council Commissioner. A person of good character with a vision of good unit programs that help youth stay in the program long enough to learn Scouting values. Must have the ability and proven experience to lead and have exceptional communication and motivational skills. Works closely with the council president and Scout executive as part of the council

Key 3. Gives leadership to the unit service function of the council. Sets high standards and expects district commissioners to lead each unit and district to Quality recognition.

Vice Presidents. Individuals with the same qualifications as the president. The incoming president will make specific assignments to vice presidents, who give leadership to these major functions: administration, membership/relationships, program, and finance. Councils may desire a vice president for district operations and a vice president for governance. The council should have a vice president—Learning for Life if it has a Learning for Life division.

Treasurer. An individual whose reputation inspires confidence and who is experienced in the wise, efficient administration of funds. No more than two assistant treasurers may be appointed by and shall act during the pleasure of the executive board or executive committee. (Bylaws, Article VI, Section 4)

Executive Board Member. An individual of stature and influence who will bring strength to the board and win confidence and support for Scouting by virtue of identification with and active interest in the council. Needs to be a significant donor or someone who is able to raise significant funds.

District Chairs. Upon their election by the districts, they shall be included as nominees for executive board membership. They must be approved by the executive board (district election procedure appears in the appendix of the Bylaws).

National Council Member. The president and council commissioner are National Council voting members. Other individuals of stature, usually executive board members with substantial Scouting experience who represent the council at National Council meetings, are elected as local council representatives on the basis of one for every 5,000 Cub Scouts, Boy Scouts, Varsity Scouts, and Venturers, or major portion thereof, as of December 31 of the preceding year. **Agreement to attend the next National Council meeting should be a condition of this person’s nomination.**

Council Member at Large. An individual selected because of standing in the community and interest in Scouting. Select members at large who reflect the various business, labor, civic, educational, religious, cultural, and ethnic interests of the council territory. One less council member at large is allowed than the number of chartered organization representatives.

(**Note:** All officers, chairs of committees of the board, district chairs, and executive board members *must* first be elected as council members at large, if they are not chartered organization representatives.)





COUNCIL ELECTION PROCEDURES

(Nothing listed below is intended to replace or supersede a council's formally adopted bylaws.)

PURPOSE

To elect council members at large, associate and honorary members of the local council, regular members of the executive board, officers of the corporation other than the Scout executive, and local council representatives to the National Council.

THOSE ELIGIBLE TO VOTE

1. Registered chartered organization representatives currently and officially representing chartered organizations within the council's geographical boundaries.
2. Registered, duly elected council members at large.

TIME OF ELECTIONS

The date, time, and place of the annual business meeting of the local council is specified by the executive board of the corporation as prescribed by the council's bylaws.

PROCESS

1. At least 90 days prior to the date set for the annual business meeting of the local council, the president shall appoint a nominating committee, subject to board approval, of not fewer than three active council members. Consideration may be given to adding a former council president and the inclusion of one or two people of the

highest community stature who are not active members of the local council.

2. The members of the nominating committee will be identified to council Scouters between 60 and 45 days prior to the annual council business meeting so that names may be given to them for consideration.
3. Suggested nominees from registered local council Scouters are to be considered if they are received in writing no less than 30 days prior to the annual business meeting. Those who offer names to the nominating committee should supply some background information but should **not** have secured the permission of the person to be nominated and to serve if elected.
4. The nominating committee will meet with the Scout executive, serving as the secretary and having no vote, for the purpose of selecting a slate of nominees for election.
5. Nominations received in writing within the allowable time from Scouters not on the nominating committee are given serious consideration. Each such nomination should be acknowledged with a brief letter of thanks and the assurance that the candidate will be considered.
6. To provide a fair and orderly nominating process, nominations will not be accepted from the floor at the time of election.

This procedure also permits sufficient time to consider in advance all aspects of a nominee's suitability to serve.

7. The nominating committee will select a slate consisting of a single candidate for each council officer position and no more than the legally allowable number of persons for each of the following categories: executive board members, council members at large, associate and honorary members, local council representatives to the National Council; however, the committee may elect not to completely fill the associate and honorary member categories.

The nominating committee will then ensure that sufficient copies of the ballot are printed and that one is provided to each official voting member present at the local council annual business meeting. The order of listing the ballot is as follows:

Council members at large

Associate and honorary members

Executive board members and advisory council members

Council officers (except Scout executive) and local council representatives to the National Council

8. Following the elections, notify those elected, congratulate each, and register those who are not already registered as active members of the Boy Scouts of America.

DETAILS AND CONTINGENCIES

1. Newly elected officers and local council members at large take office immediately following the annual business meeting.
2. Should any portion of the nominating committee's report be rejected, this portion would be reintroduced, with or without changes, for consideration at an adjourned or special or postponed meeting to be held no more than 60 days after the annual business meeting. This would permit write-in nominations to be submitted and studied by the nominating committee.

Formal notice of the rescheduled meeting, stating the purpose, etc., should be sent to eligible voters. The nominating committee should, at the rescheduled meeting, be called upon by the president to proceed with that portion (or portions) of the election that was not completed. It is hoped that nominating committee members will discover the reasons for the failure of acceptance of the slate and attempt to deal with them prior to one rescheduled meeting.

3. In the event that a resolution is still not obtained, the process described in "2" above will be followed once more. Failing resolution the second time, the president may (a) elect to entertain a motion to follow the process in "2" above once again, or (b) dismiss the present nominating committee and appoint a new one which will meet and draw up a slate to be presented according to the guidelines above.

4. Since officers, regular members of the executive board, and council members at large take office immediately following the local council annual business meeting (Bylaws, Article III, Section 2, Clause 1, and Article IV, Section 3), they will assume office as soon as the local council annual business meeting is adjourned.

5. Voting should be done by ballot. The nominating committee's slate, having been printed and distributed to eligible voters at the meeting, may be used as an official ballot, should there be the need.

The chair of the nominating committee may "move the acceptance of the category under consideration and instruct the secretary to cast a unanimous ballot for the proposed nominees." If this motion is carried, there is no need to collect the printed ballots.

If the "unanimous ballot" motion is defeated, the president immediately will appoint tellers from among the active, registered members present to collect and tally the ballots. It may be helpful to have eligible voters sign their names so that their eligibility can be checked.

YEAR-ROUND COMMITTEE

The nominating committee should also function year-round to help cultivate future new executive board members and to assist when vacancies occur between local council annual meetings.

SAMPLE INSTALLATION OF EXECUTIVE BOARD

"Would everyone please rise and give the Scout sign as you repeat the board oath as officers and executive board members?"

"I, (state your name), do solemnly pledge that I will fulfill the duties of my position in the ___ Council, Boy Scouts of America, to the best of my ability. I will support our officers and will abide by the council's bylaws, the principles and policies of the National Council, and the ideals as found in the Scout Oath and Law."

PRESENT ELECTED OFFICERS AND MEMBERS

(Our council bylaws call for _____ vice presidents)

Number

CONFIDENTIAL Tear off and destroy this page after filling out the Council Nominating Committee Report Worksheet.

Current Board		To be filled in by Scout executive			To be filled in by nominating committee member				
		Effectiveness			General Effectiveness				
NAME	Number of Board Meetings	OFFICE	FR	MS	PR	Out-standing	Satis-factory	Unsatis-factory	Inactive
		President							
		Council Commissioner							
		Vice President 1							
		Vice President 2							
		Vice President 3							
		Vice President 4							
		Vice President 5							
		Vice President 6							
		Vice President 7							
		Vice President 8							
		Treasurer							
		Executive Board Member							

Indicate local council representatives with the initials LCR.
Use additional forms as necessary.

REPORT OF COUNCIL NOMINATING COMMITTEE

To be submitted at the annual business meeting of the council to be held at:

Place _____ Date _____ Time _____

Address _____

All individuals listed below should be interviewed personally to determine their availability and willingness to serve prior to the submission of this report.

COUNCIL MEMBERS AT LARGE

(Include all people nominated as executive board members.)

(**Note:** Chartered organization representatives must be in the majority.)

Number of chartered organization representatives: _____ as of date _____

Therefore, the maximum number of council members at large to be nominated is _____

- | | | |
|-----------|-----------|-----------|
| 1. _____ | 26. _____ | 51. _____ |
| 2. _____ | 27. _____ | 52. _____ |
| 3. _____ | 28. _____ | 53. _____ |
| 4. _____ | 29. _____ | 54. _____ |
| 5. _____ | 30. _____ | 55. _____ |
| 6. _____ | 31. _____ | 56. _____ |
| 7. _____ | 32. _____ | 57. _____ |
| 8. _____ | 33. _____ | 58. _____ |
| 9. _____ | 34. _____ | 59. _____ |
| 10. _____ | 35. _____ | 60. _____ |
| 11. _____ | 36. _____ | 61. _____ |
| 12. _____ | 37. _____ | 62. _____ |
| 13. _____ | 38. _____ | 63. _____ |
| 14. _____ | 39. _____ | 64. _____ |
| 15. _____ | 40. _____ | 65. _____ |
| 16. _____ | 41. _____ | 66. _____ |
| 17. _____ | 42. _____ | 67. _____ |
| 18. _____ | 43. _____ | 68. _____ |
| 19. _____ | 44. _____ | 69. _____ |
| 20. _____ | 45. _____ | 70. _____ |
| 21. _____ | 46. _____ | 71. _____ |
| 22. _____ | 47. _____ | 72. _____ |
| 23. _____ | 48. _____ | 73. _____ |
| 24. _____ | 49. _____ | 74. _____ |
| 25. _____ | 50. _____ | 75. _____ |

ASSOCIATE MEMBERS

HONORARY MEMBERS

ADVISORY MEMBERS*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*If council bylaws call for advisory council, add this item to nominating committee responsibility.

REPORT OF COUNCIL NOMINATING COMMITTEE

This page can be used in slate preparation. Each nominating committee member can fill in suggestions for president, vice presidents, and executive board members before the final slate is determined.

(Our council bylaws call for from _____ to _____ regular members of the Executive Board.)
minimum maximum

EXECUTIVE BOARD MEMBERS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____

EXECUTIVE BOARD MEMBERS

26. _____
27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____
35. _____
36. _____
37. _____
38. _____
39. _____
40. _____
41. _____
42. _____
43. _____
44. _____
45. _____
46. _____
47. _____
48. _____
49. _____
50. _____

OFFICERS

President

Vice Presidents

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Council Commissioner

Treasurer

NATIONAL COUNCIL MEMBERS*

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

FOR APPROVAL AS DISTRICT CHAIRS-BYLAWS, ARTICLE IV, SECTION 2.
 (District chair elected by district and approved by executive board, Article VIII, Section 3.)

*In addition to the council president and council commissioner, each council may elect one of its members as a member of the National Council for every 5,000 Cub Scouts, Boy Scouts, Varsity Scouts, and Venturers, or portion thereof enrolled as of December 31 of the preceding year.

Respectfully submitted,
COUNCIL NOMINATING COMMITTEE

Signed

Chair	Member
Member	Member
Member	Date

