

OWSA Nomination Policy

July 2022

Overview

Every year Oregon Women's Sailing Association (OWSA) has vacancies on the board that must be filled by an active member pursuant to Article 3 of the Associations bylaws. Members will apply for open positions and be vetted by the Nominating Committee. The process for filling vacancies during the year (per Article 3, Section 5 of the bylaws) will be defined, as well as the process for filling board positions for the new Board Year. This policy will be consistent with the requirements of the current Bylaws and the current OWSA Volunteer Descriptions. The following areas will be covered in this policy:

- Nominating Committee
- Applications for Open Positions
- Vetting
- Nominations for New Board Year
- Filling Vacant Board Positions
- Commitment of Board Members
- Procedure Development

Nominating Committee

The Nominating Committee is chosen by the Vice Commodore. The purpose of this committee is to review Board applications, and vet potential candidates. The Nominating Committee will ultimately select the best candidate(s) for each role to be voted on by the membership or by the board depending on when the vacancy occurs. Beginning in July, or earlier in the year if there are vacancies, the Vice Commodore will announce the formation of the committee. The Nominating Committee will consist of three to four people and consist of the Vice Commodore, Rear Commodore, and one or two additional past or present board members. Any board member wishing to be on the committee can request to be added to the committee. If no board members volunteer to serve on this committee, the three Commodores will serve as the default Nominating Committee.

Applications for Open Positions

An open application process promotes equity within our community and allows all members to apply for open positions on the OWSA Board. An application process also allows the Board to have a list of potential candidates if a board position opens during the year. All board members will have an application on file.

Vetting

Non-profit associations need to take the process of identifying potential board members seriously, as being a board member is a demanding role. Vetting potential candidates can help the organization verify that a member is prepared to serve on the OWSA Board. The vetting process typically includes checking references, understanding the candidate's background and skills, asking about other obligations, verifying alignment with OWSA's mission and values, ensuring the candidate has demonstrated leadership and management experience. It is critical to ensure candidates understand the responsibility of the position for which they will be held accountable to their peers on the board. These vetting standards are intended to verify candidates have the skills necessary for the role they are applying for and will improve board member retention and engagement.

Nominations for New Board Year

A slate will be presented to the Board of Directors at the board meeting prior to the membership announcement. This may require a special board meeting. The slate will be announced to the membership 30 days before the Annual Meeting where the selected candidates will be voted on by all members present at the annual meeting by way of slate ballot¹. Flag Officers shall be elected or re-elected at the first board meeting following the annual meeting by a majority vote of a quorum of the board pursuant to Article 5 of the Bylaws. New board members will begin service to OWSA the following January, except for board members who are filling vacancies during the year. These newly elected board members are expected to attend the board retreat but will have no voting rights until their term begins.

Filling Vacant Board Positions

Vacancies on the Board of Directors during the year or newly created Board positions will be announced to the membership with an application window of no less than 2 weeks. The Nominating Committee will follow the vetting and selection process and submit a slate ballot to the Board for approval as soon as possible to ensure all board positions are filled. Vacant positions will be filled with a majority vote of the Board of Directors per Article 3 of the Bylaws.

Commitment of Board Members

The Board Member Responsibilities are documents in the current OWSA Volunteer Descriptions. Each new board member will be asked to review and sign the Board Member Responsibilities acknowledging they are committed to the mission of OWSA and the role they are accepting.

¹ A Slate Ballot is a formal, written Slate of Candidates Ballot form which contains the list of the best candidate(s) selected by the Nominating Committee for each position to be privately voted on by the Membership or Board.

Procedure Development

The Nominating Committee will be responsible for managing and updating detail procedures for the nomination process each year, including:

- Action steps for Nominating Committee

- Nominee Interview Questions

- Detailed Timeline for Annual Nominations

- Action steps for Board Vacancy