

## **GUIDELINES FOR REGIONAL NOMINATING COMMITTEES**

*Revised October 2011*

Nominating Committees have a profound impact on the future of the AGO and the quality of its leadership, by virtue of the choices they make in the selection process. Nominating Committees are standing committees whose work continues year-round to develop a comprehensive list of prospective leaders from among the membership.

The information shared among the members of Nominating Committees during the course of their discussions is confidential. For that reason, each person serving on a Nominating Committee will be asked to sign a Confidentiality Statement.

1. The Regional Nominating Committee shall consist of five (5) Voting Members assigned to the region who will serve a maximum of two terms of two years per term. All terms begin July 1 of even-numbered years. The committees shall reflect a balance in age, gender and geography.
2. The Councillor for the Region, in consultation with the respective District Conveners, Regional Coordinator for Professional Development and Regional Coordinator for Education, will recommend candidates for the RNC for each Region to the National Council for ratification at its spring meeting in even-numbered years. The CR will appoint one of the five committee members as the Director.
3. Following the appointment of the RNC, the CR shall supply all committee members with:
  - a) These guidelines
  - b) The Responsibilities of Elected and Appointed Officials document
  - c) Confidentiality statement, which is to be signed and returned to the Director of the committee
  - d) Individual Information Worksheet
4. The work of the RNC is ongoing as it develops and maintains a list of potential leaders in the Region. Leadership positions include:
  - a) Regional Coordinators for Education and Professional Development
  - b) District Conveners
  - c) Members of National Committees (descriptions of the work of these committees can be found in the Responsibilities Document)
5. The RNC is encouraged to:
  - a) solicit names of potential leaders from the region
  - b) be in contact by mail, Email and telephone conference
  - c) forward recommendations, using the Individual Recommendation Worksheet:
    - + about possible District Conveners and Education and Professional Development Coordinators to the Councillors for the Region
    - + about potential National Committee members to the Director of the National Nominating Committee
6. Following the spring National Council meeting in odd-numbered years, the Convener of the Councillors for the Regions (CRs) will remind the CRs in the spring of odd-numbered years that they need to contact their respective Regional Nominating Committee Directors to prepare a slate of the two names of individuals to run for Councillor for the Region in their respective regions. The RNC will evaluate potential nominees, including incumbents, for the position of Councillor for the Region:
  - a) The Director of the Committee shall seek evaluations of the incumbent CR, if eligible to serve another term, from regional officers, including District Conveners, the Regional Coordinator for Education and the Regional Coordinator for Professional Development. (Sample form attached.)
  - b) The work of the RNC may be conducted by mail, Email, telephone conference calls, or at the Region's convention. Negative comments shall be considered in the context of the entire evaluation.
  - c) The RNC is not required to nominate the incumbent, even if eligible to serve another term.
  - d) The RNC is to assemble a slate of candidates, ranking them in order of preference, and contacting candidates in that order to ascertain their willingness to run for the office and to serve if elected.

- e) The slate of two candidates, with all current contact information, is to be reported to the Director of the National Nominating Committee by August 1 in odd-numbered years.
  - f) All nominees should be encouraged to attend the National Convention held in the year of the election. Successful candidates are expected to attend.
7. At the fall meeting of the National Council in odd-numbered years, the NNC shall present to the National Council the slates of candidates for Councillor for the Region, as reported by the RNCs, in conjunction with the NNC's slate of candidates for other Councillorships and National Offices.
  8. The nominations shall be published in the official journal of the Guild in January of even-numbered years. Additional nominations for Councillors for Regions may be made by petitions signed by at least twelve (12) Voting Members assigned to the region. Such petitions must be received at National Headquarters prior to February 15 of the election year.
  9. Following the National Election in even-numbered years, the Director of the Regional Nominating Committee will destroy the confidential evaluation forms received by the Committee. All other working documentation shall be retained by the Director of the RNC for use by succeeding committees.

**Regional Nominating Committee Timetable  
Even-Numbered Years**

<b>DATE</b>	<b>WHO</b>	<b>WHAT</b>
Spring Meeting of NC	Councillor for the Region	Presents slate of nominees for RNC
July 1	Members of RNC	Two-year term begins
After July 1	CR	Appoints Director of RNC
After July 1	Director of RNC	Sends committee members: Guidelines Responsibilities Document Confidentiality Statement Individual Recommendation Worksheet

**Odd-Numbered Years**

<b>DATE</b>	<b>WHO</b>	<b>WHAT</b>
After Spring Meeting of NC	Director of RNC	Requests evaluation of work of incumbent CR from District Conveners, Education & Professional Dev. Coordinators
Summer	Members of RNC	Meet by phone, email or in person to assemble slate of candidates for Councillor for the Region
August 1	Director of RNC	Reports 2 (two) candidates to Director of NNC

Legend:

NC National Council                      RNC Regional Nominating Committee  
 CR Councillor for the Region        NNC National Nominating Committee

## CONFIDENTIALITY STATEMENT

As a member of this Regional Nominating Committee of the American Guild of Organists, I recognize that the confidentiality of committee discussions is not only critical but inviolable. Therefore, I pledge not to reveal the names of those persons considered, or to engage in discussion outside of the committee regarding their qualifications for office.

I will only confirm the names of those chosen as candidates when notified by the Director of the Nominating Committee that it is permissible to do so.

Signed:

Date:

Region:

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## REGIONAL OFFICER REVIEW WORKSHEET

***This information is confidential,  
and will be shared only among the members of the Regional Nominating Committee.***

Name: Regional Office held:

Councillor for the Region to whom you report:

Please describe, briefly, how you feel your Councillor for the Region functioned in supervising your work and in representing the membership of your Region: