Nominating Committee
Meeting Minutes – July 20, 2023
Zoom

Present
Appointed NC Board Members: Michael Connors (NC Chair), Kirsten Lindquist
Absent NC Members: Roger
Board: Laura Jones
Staff: Emily Walter

1. **Welcome and Review** - The meeting commenced at 6:02pm by Mike.

2. **Approve Minutes**
   Consensus to approve the April 2023 Nominating Committee minutes.

3. **Review 2023 Election Timeline**
   The committee reviewed the 2023 timeline, including upcoming deadlines.

4. **Employee Applications**
   The committee reviewed three employee applications. There will be one 3-year term and one 2-year term to be filled this year. The employee with the most votes during the employee election will be slated for the 3-year term.

   > **Motion:** Approve Mimi Smith, Ellis Smith and Elan Willoughby Mayo as employee applications to run for the board.
   > Approved by consensus.

5. **Ballot Materials**
   Michael will write an article for the election guide.
   ACTION: Emily will send example articles to Mike.

6. **Ballot Counting**
   The committee discussed that there is a discrepancy in the Board Policy Manual between policies for counting employee ballots verses counting general ballots. The discrepancy is in the number of Nominating Committee members that must be in attendance to count ballots. The committee discussed what they feel is a reasonable and feasible number of board members that should be in attendance to count ballots and propose the language in Attachment A.

   > **Recommendation to the Board:** Update the Board Policy Manual as shown in Attachment A.
   > Approved by consensus.

7. **Election Outreach**
   Mike, Brenda and Laura plan on doing some tabling to recruit board members.
   ATTN: Emily will reach out to Laurie who dropped out last year before elections started.
   ATTN: Emily will look into past applicants who couldn't run because they weren't a member.

8. **Next Agenda Items**
   - Review Employee applications
   - Review Campaigning Guidelines and Update as Needed

   Next meeting is August 17 at the D Street Neighborhood Center in Arcata.

   Meeting adjourned at 6:36pm   *Minutes by Emily Walter*

ATTACHMENT A

Proposed changes to the Board Policy Manual.

<u>Election of Employee Directors</u>

- The NC Chair and a quorum of NC members, or the NC Chair and a minimum of two (2) ~~three (3)~~ board members must be present to ~~NC members will~~ count ballots for the Employee election.
- If the NC Chair is unavailable to count ballots, ~~Board Secretary~~ they can designate a board member who will substitute and report results to NC Chair.

<u>General Election Ballot Counting</u>

- ~~A minimum of three (3) NC members~~ The NC Chair and a quorum of NC members, or the NC Chair and a minimum of two (2) board members must be present to open ballot boxes.
- If the NC Chair is unavailable to count ballots, they can designate ~~Board Secretary~~ a board member who will substitute and report results to NC Chair.
- At the close of the voting period the NC convenes at a disclosed location to count ballots, no later than ~~two (2)~~ three (3) days following close of voting period. Members can observe the ballot counting process.