

**Committee Working Documents**  
(These documents are not part of the Board's Policies)

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## **Attachment 1 – Working Document for Nominating Committee**

### Protocol for Pipeline Management

1. Working with the Development Office, the Nominating Committee maintains a long range list of candidates who are to be pre-screened on a semi-annual basis and presented, confidentially, to the Nominating Committee as a “development pipeline”
2. Candidates deemed by the Nominating Committee to be within 1 year of readiness to be nominated to the ISUF Board are aligned with known retirement positions and reviewed for readiness 3-6 months in advance of the anticipated vacancy.
3. A Nomination Package is prepared with assistance and support of the Development Office, and is submitted to the Nominating Committee for discussion and vote. This package may include information available in public domain or personal knowledge, the candidate's anticipated stewardship and giving capacity, anticipated availability and desire to serve. The Nominating Committee, Board Members or Development Office will not distributed or discuss the information in the Nomination Package beyond the ISUF or Development Office.
4. Approval by the Nominating Committee of a candidate to become a nominee requires a simple majority vote in the affirmative, either in person or electronically.
5. Nominees are presented to the Executive Committee for discussion, then to the full Board for discussion, in executive session, at a regular or special meeting. (Executive session may be used when discussing personnel.) After leaving executive session the Board may vote to approve “the nominee” without stating their name, by a simple majority vote in the affirmative, either in person or electronically. The nominee's name is kept confidential until the nominee accepts the position.
6. Upon approval of the Board, the nominee is recruited by the Chair of the ISUF and EXECUTIVE VICE PRESIDENT with assistance from the Nominating Committee if requested by the Chair.
7. The nominee is informed that they have been nominated by the ISUF to serve as a Member of the Board of Directors and asked if they accept the nomination with the expectation of participation and stewardship set for in this Policy Manual.
8. If the nominee responds in the affirmative they are invited to the following semiannual ISUF BOD meeting to be welcomed by the Board.
9. Any questions or concerns from either the nominee or Board Officers should be addressed to the satisfaction of both before the invitation is accepted.
10. At the next scheduled ISUF BOD meeting the nominee may be publicly introduced to the Board and a public press release will be provided by the Nominating Committee the same day.

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### Protocol for the Seating of Officers

1. The Nominating Committee notifies Board members and associates of upcoming vacancies for Board Officers, and encourages submission, in writing, for candidates to fill the vacancies.
2. The Nominating Committee thoroughly vets each candidate submitted:
3. Considers Section 1.04.03.01, 1.04.05.01-.05, Section 2 Section 3
4. Insures the availability of the candidate
5. Determines desire to fulfill the responsibilities of the office from the candidate
6. The Nominating Committee selects a nominee and presents the individual, in writing, to be read before the Board for approval at a regular or special meeting.
7. The Board, by private ballot, votes to agree or disagree with the nomination.
8. A simple majority of votes in agreement is required for the nominee to be seated in the office. If a majority is not reached, the Nominating Committee should provide an alternate nominee until a majority in agreement is reached.