

San Francisco Municipal Executives' Association

Nominating Committee Procedures

I. Formation of Nominating Committee

- A. Under the Bylaws of the San Francisco Municipal Executives' Association (SFMEA), the President of the Board of Directors shall exercise his/her/their authority to appoint a Nominating Committee Chairperson. The nomination of the Nominating Committee Chairperson shall be at a regular monthly Board Meeting and shall be a Director not currently running for reelection.
- B. The Nominating Committee will consist of three persons.
- C. The Nominating Committee Chairperson will identify and propose two additional members of MEA, who are not currently Directors on the Board, who are willing to serve on the Nominating Committee.
- D. Prior to the appointment of non-board members to the Nominating Committee, the Board shall determine that such appointees have similar qualifications to those required for an individual to be nominated or to serve as a Director.
- E. The Board of Directors shall confirm or reject proposed candidates for the Nominating Committee by a simple majority vote.
- F. The Nominating Committee members shall serve a term of two years or until the next biennial election, whichever occurs first. The members may be reappointed for additional terms at the discretion of the Board.
- G. Vacancies will be filled following the same process above for the unexpired term.

II. Pathways to being placed on ballot for becoming a Director

- A. Identification and selection by the Nominating Committee;
- B. Self-Identification by submitting an application to the Nominating Committee; or
- C. Petition by 50 members in good standing from the SFMEA paid membership.

III. Nominating Committee Action

- A. All board candidates interested in a position on the board shall submit an application to the Nomination Committee. The application should include a resume with a complete employment history and description of relevant special talents, skills, or experience.
- B. In addition to candidates who apply to be considered, the Nominating Committee shall identify, recruit, consider and nominate candidates for the office of Director so that there is at least one candidate (including any incumbent Director) for each Director position to be elected at the forthcoming annual meeting.
- C. The Nominating Committee may solicit and consider recommendations for candidates from any source they determine to be effective and reasonable.

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- D. The Committee members will treat all candidate information received as confidential and will sign the SFMEA's Confidentiality Form to this effect.
- E. The Committee will apply the following criteria in identifying qualified candidates:
- i. Must be a paid member in good standing.
 - ii. Able and willing to commit time to attending membership and board meetings and serving on sub-committees of the Board.
 - iii. Frequency of attendance at SFMEA general membership meetings.
 - iv. SFMEA committee work.
 - v. Number of years of tenure with the CCSF (a minimum of 3 is desirable) and knowledge and understanding of the structure and operations of the City and County of San Francisco, including its Administrative Code and Charter.
 - vi. Reflective of the workforce eligible to join SFMEA, including:
 - a) *Diversity*
 - b) *Department*
 - c) *Job Classification*
 - vii. The business needs of the Board and to maintain a balanced cross-section of special talents, skills, or experience in subject matters relevant to serving the mission, objectives and goals of the organization. These include, but are not limited to:
 - a) *Finance and Accounting*
 - b) *Human Resources*
 - c) *Legal*
 - d) *Communications and Public Outreach*
 - e) *Public Administration*
 - f) *Governmental Affairs and Public Policy*
 - g) *Operations*
 - h) *Information Technology*
 - viii. When possible, the Board shall include representation by the separate contracts and bargaining units, including the: Municipal Transportation Agency, SF Housing Authority, SF Superior Courts, and SFPD Command Staff, SFFD Command Staff.
- F. The Committee will inquire about personal and business relationships such as the following to ensure that they are adequately disclosed and considered for possible conflicts of interest or confidentiality:
- i. Relationships with existing Directors and staff of SFMEA;
 - ii. Relationships with financial institutions that do business with SFMEA; and
 - iii. Any significant or material associations with contractors that do business with SFMEA.

IV. Slate of Candidates

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- A. Nominees recommended by the Nominating Committee, including incumbent Directors and any nominees submitted by Nominating Petition, shall be forwarded to the Board by the Committee.
- B. In closed session, the Board shall review, consider, approve and certify the slate of candidates.
- C. A Director who is a candidate in the upcoming election will recuse himself/herself/themselves from any discussion, deliberation or vote concerning the qualifications of the candidates recommended by the Nominating Committee, or who have petitioned to be placed on the ballot.

V. Guidelines for Identification of Incumbent Candidates

- A. Any incumbent Director of MEA who meets the applicable Director qualifications as determined by the Board, and who desires to run for re-election to the Board, including Directors appointed to fill vacancies, shall so advise the Board at least three months prior to the next election and his/her/their name shall be placed on the ballot as an incumbent candidate in the upcoming election, whether or not the Nominating Committee has nominated him/her/they.

VI. Timeline

- A. No later than nine months prior to each election, SFMEA shall publicize on its website, and in its member newsletter, that members may apply to be considered by the Nominating Committee as a candidate for Director in the upcoming election.
- B. Approximately six months prior to each election, any individual member in good standing may submit his/her/their name to the Nominating Committee, and shall be considered as a candidate by the Nominating Committee.
- C. Approximately three months prior to each election, the Nominating Committee will propose a Slate of Candidates to the Board of Directors.

VII. Appointments to Vacancies

- A. In the event of a mid-term vacancy, the Board President shall direct the Nominating Committee to identify and propose qualified candidates for consideration by the Board, in accordance with Article III above.
- B. Any member appointed to fill such vacancy shall only be appointed to complete the unexpired term of the vacated position.
- C. The Board shall confirm or reject proposed candidates by a simple majority vote.