

Nominating Committee

The role of the Nominating Committee is to identify, qualify and propose the slate of new Members to the Board of Directors. When applicable, the Nominating Committee (the “Committee”) will identify, qualify and propose a new President.

A. Structure of Nominating Committee

- i. The Committee shall be composed of at least two (2) Past Presidents of the Board of Directors, who are not standing for re-election, and, either the Immediate Past President or a Past President of the Immediate Past Presidents choosing, will serve as the Chair of the Committee (the “Chair”). This individual should have had previous experience on the Committee. The Chair cannot stand for re-election during his term as Nominating Committee Chair. The Chair shall appoint the remaining members of the Committee.
- ii. The remaining members will include three (3) Members in good standing. One Principal, one Associate and the third can be either Principal or Associate depending on the Director positions being filled. A committee member cannot stand for election during their term on the Nominating Committee.
- iii. Schedule: The Chair shall be appointed at the June Board of Directors Meeting and the Committee shall be established by July 15th of each year. The Chair shall plan the work of the Committee, so that a slate of nominees to the Board of Directors shall be presented to the Board for approval at the August Board Meeting. The slate will then be presented to the Membership via email for voting either electronically and/or by ballot to be cast at the November Luncheon. The Chair will develop the nominating calendar in consultation with the Executive Director. Critical dates include:
 - June – Chair selected and presented to the Board of Directors at the scheduled Board Meeting.
 - July– Committee meets and identifies openings on the Board (including, if applicable, the President). All Directors with expiring terms shall be contacted to inform them that their term is expiring. Public announcement and call for nominations. The nomination announcement shall be posted to the BOMA Oakland/East Bay website and eBlast.
 - August – Committee shall meet and finalize slate. Slate is presented to the Board of Directors at their August meeting.
 - October - Committee shall recommend a slate of nominees to the Membership at least 10 days prior to the November luncheon. Applicants are notified personally with the status of their application prior to the

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slate being announced to the membership.

B. Application Process for New Board Members

i. New Directors: Approximately one-third of the terms of the Board of Directors shall expire each year. The Nominating Committee is responsible for proposing a qualified slate of Directors to the Board of Directors, through the Chair. The Committee should select and identify candidates to ensure that the Board of Directors represents the composition of the industry (in type of business, size of companies represented, geography, and diversity).

The Board of Directors will fill out a profile survey annually to identify their knowledge, skills, abilities, and experiences. The Board reviews these results by July 1 annually, during the review the Board will develop criteria for new board members. The criteria will include the skills, background and diversity desired for the next year's board. The criteria will be added to the call for board applications.

ii. Application Process:

- A Call for Applications email will be sent to all members by August 1. The email will explain Director seats that will be open for nomination and criteria. The email will include:
 - a) Application Form Link: Members will apply via an online survey.
 - b) A document, which explains the duties of the office and criteria the Board has set for the nominations.
- In the event that an Applicant does not complete the application fully, the Chair, or a Committee Member designated by the Chair, will contact the Candidate personally. The Applicant will have four days to finish their application.
- The Nominations Committee will review the applications and use an online tool to assess each application. The results of the assessment will be downloaded by the Executive Director and sent to the Nominations Chair. The Committee will meet and review the results. Interviews will be held with the top candidates. Using the criteria stated above they will assemble a slate of candidates that will be representative of the organization and more importantly provide the best in leadership ability.

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- Once the top candidates are determined, the Nominating Committee Chair will contact the candidates that were not selected for interviews to advise them of the nomination status. This notification will be done ASAP to ensure all candidates are notified of their status – interview or no interview.
- iii. Wrap Up and Presentation of Slate: The Chair of the Committee prepares a final report for the President of the Board, outlining the work of the Committee. The final report shall include the name, business affiliation, short summary of why the Nomination Committee chose the person, and term of each nominee. The Executive Committee will review, and the Board will take action at their next meeting, or a special can be called if needed.

The Nomination Chair shall personally call each applicant to let them know the status of their application within three business days of the Board's approval. The Chair will share feedback on how applicants not chosen can improve their application/experience for future years.

C. The nomination committee shall review and determine the winners of the BOMA Oakland/East Bay Member of the Year awards. The awards are given to an Engineer, Associate and Principal annually at the Awards Gala in February. Nominations begin in November and close in late December. The judging takes place using criteria established and reviewed by the Nominating Committee annually. Winners are needed by January 15th.