



APC Board Leadership Development and Nominating Committee Policies and Procedures

1. Role of the APC Board Leadership Development and Nominating Committee: To vet all candidates and prepare a slate of candidates to be elected by the membership
 - A. Structure of APC Board Leadership Development and Nominating Committee
 - i. The president-elect is the chair of the APC Board Leadership Development and Nominating Committee with two additional members from the APC Board of Directors and three non-board members.
 - ii. Committee terms are three years unless filling a vacancy of an incomplete term.
 - iii. The APC president and CEO are ex-officio non-voting members of the committee
 - iv. The APC CEO is the staff liaison to the APC Board Leadership Development and Nominating Committee.
 - B. Solicitation of Nominations by APC Board Leadership Development and Nominating Committee
 - i. After January 1 each year, the APC Board Leadership Development and Nominating Committee will undergo a self-education process to ensure understanding of each leadership position, and the desired qualities and competencies.
 - ii. Annually, the APC president will meet with the APC Board Leadership and the APC Board Leadership Development and Nominating Committee to talk about the current vision and plan for the organization, as well as discuss what characteristics are needed on the APC board.
 - iii. An annual presentation will be made by representatives of the APC Board Leadership Development and Nominating Committee at the APC conference that explains available leadership positions, the qualities and competencies desired, and the application process.
 - iv. The APC Board Leadership Development and Nominating Committee members will actively seek to become familiar with APC members in order to identify potential leaders.
 - v. The APC Board Leadership Development and Nominating Committee shall invite nominations and suggestions from the membership for vacant or about-to-expire positions.
 - vi. The APC Board Leadership Development and Nominating Committee will survey the current board to determine the range of skills, knowledge, interests, experience, diversity, geographic location and length of time on the board.
 - vii. An ongoing confidential annotated roster of potential and future APC leaders will be maintained by the APC Board Leadership Development and Nominating Committee chair and the APC CEO to ensure continuity in the APC Board Leadership Development and Nominating Committee process.
 - viii. The APC Board Leadership Development and Nominating Committee chair will prepare a call for nominations, to be presented to the members.
 - ix. The APC Board Leadership Development and Nominating Committee will participate in the Annual Meeting Roundtable in conjunction with the APC Annual Meeting.
 - C. Nominating Process
 - i. All qualified members in good standing (*) seeking nomination to a nationally elected position in APC will submit an application for consideration by the APC Board Leadership Development and Nominating Committee by the specified deadline. (*In good standing is defined in the Standards of APC as being current in payment of annual dues and current with BCCI Maintenance of Certification.) The APC Board Leadership Development and Nominating Committee have thirty (30) days past the stated deadline to secure additional applications for nominations as needed.

- ii. For an application to be considered by the APC Board Leadership Development and Nominating Committee, the candidate must meet all requirements as specified on the applicable nomination form. A candidate who submits an application will not automatically be selected for the slate.
- iii. The APC Board Leadership Development and Nominating Committee will consider all qualified candidates, honoring the need for diversity and inclusion.
- iv. The APC Board Leadership Development and Nominating Committee will check each candidate's qualifications against the criteria and job description for the position.
- v. Candidates will be fully vetted by the APC Board Leadership Development and Nominating Committee. Candidate interviews and reference checks are at the discretion of the APC Board Leadership Development and Nominating Committee. Candidates currently serving in the position applied for will not be vetted.

D. Preparation of the Slate

- i. The APC Board Leadership Development and Nominating Committee will vet all candidates and prepare a slate of candidates to be elected by the membership.
- ii. The APC Board Leadership Development and Nominating Committee will provide a balance of representation by selecting candidates who embody different types of chaplaincy, geography, diversity and a broad range of National activity in APC.
- iii. The APC Board Leadership Development and Nominating Committee will first consider incumbents who wish to renew for a second term. If the incumbent is not effective as determined by the president, president-elect and CEO, the incumbent should not be slated.

E. Petition Process

- i. There will be a process by which additional nominees may be proposed through a petition process by an APC Board Certified member.
- ii. Should a candidate be proposed by a petition, the petition will be required to contain at least 10% of the APC voting membership and must be received by the national office within 30 days of the receipt of the notice of the slate.
- iii. Should a petition be received, a ballot process will be provided to the entire voting membership which is made up of Board Certified members.
- iv. If no petition is received, the slate will be considered elected by the membership

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