

The Arc Susquehanna Valley Nominations Policy & Procedure

- 1) The bylaws of the Arc Susquehanna Valley will be followed for Board composition. Any board member or the Executive Director may make recommendations for the Board. Applications from other staff, self-advocates and friends of The Arc as well as applications from the outside, may be entertained as well. In both cases, persons sent applications for Board (Corporate) membership will first be determined to fulfill open areas of Board composition as stated in the bylaws;
- 2) A meeting should be scheduled between prospective members and at least the Executive Director and/or members of the Executive/Nominations Committee. The Board may also decide that they wish to meet the candidate before voting on their election;
- 3) If appropriate, an application can be given at the above meeting, or sent from the office to prospective Board members. The Board member should submit their application with a copy of their current resume or curriculum vitae if available;
- 4) Executive/Nominations Committee reviews the application;
- 5) Executive/Nominations Committee decides applicants' potential for "fit" within current board membership;
- 6) If appropriate, the candidate will be recommended to the entire Board to be voted upon for Board membership. See above: the Board may also decide that they wish to meet the candidate before voting on their election.

Board members may be added in any month, but, their official installation will occur at the annual meeting. All Board and officers must be voted upon at the meeting immediately prior to the annual meeting unless there is an emergency requiring a vote at or after the annual meeting. In such case, the membership will be notified via the next newsletter and a separate communication may be sent as well.