

NOMINATIONS COMMITTEE TIMELINE AND PROCEDURES

JUNE-AUGUST

1. The new CTSA President fills any vacancies on the committee and informs the Chair.

SEPTEMBER/OCTOBER

1. The CTSA President's fall letter includes a note that the CTSA Secretary will soon call on members to submit suggestions for candidates for nomination to Vice-President and the Board of Directors.

2. The CTSA Secretary sends an e-mail to CTSA members in September calling for suggestions for candidates for nomination for Vice-President and two members of the Board of Directors. The deadline for responses is usually one week before the Board's October meeting.

3. The Secretary tabulates the results (persons and number of recommendations each) and sends this information to the members of the Nominations Committee via e-mail. That e-mail also includes a list of the nominees from the past five years and a link to the guidelines for the Nominations Committee posted on the CTSA website. The list of potential nominees includes information about whether the potential nominees have previous Board experience or are ineligible for any reason.

NOVEMBER

1. The Chair contacts the other members of the Nominations Committee by e-mail to establish a timeline for the committee's work. The committee's goal is to finalize the slate of nominees as soon as possible, but no later than March 1.

2. At the initiative of the Chair, the committee agrees on a process by which its members can exchange their proposed lists of candidates for Vice-President and the Board and their reasons for their selections in light of the CTSA guidelines. In recent years committees have agreed that it is best to share this information in conference calls, rather than by e-mail. The polling of the CTSA members provides material for brainstorming within the committee, but it is highly unusual for the CTSA membership to coalesce behind any one or two persons. Votes are commonly widely scattered. The committee is obliged to consider the suggestions of the membership, but the committee is not obliged to include them in the slate it forms. The point of submitting a rationale for proposed nominees is to allow members to think about a slate of candidates that is diverse in several facets: settings for theology (public university, seminary, private college, pastoral ministry), age cohorts and levels of experience, service to the CTSA, gender, ethnicity, geography, areas of specialization, lay, vowed religious, cleric, theological sensibilities. Best Practice: Nominees to the Board of Directors should be active member, e.g. full-

member status, for 6 years prior to be considered for a position on the Board of Directors.

3. The Committee then works toward consensus through a series of follow-up conference phone calls.

DECEMBER

1. By the beginning of the month the committee should come to agreement on a list for Vice-President that has at least a third choice and for Board members that has at least a fifth and sixth choice in case of a refusal by a proposed nominee. Some committees decide on a top slate of nominees, but wait to finalize their alternate choices until they receive responses from their first choices for nominees in order to build a slate of nominees which meets the CTSA recommended guidelines as much as possible. The precise process which a committee uses is determined by the committee with the Chair assuming primary responsibility for leadership in this regard. The Chair of the Nominations Committee then contacts the top choices by telephone, invites those persons to stand for election, explains the work involved, and makes a persuasive case for service to the CTSA. Members who are considering nomination are informed that one requirement is that they plan to attend the convention that year and agree to arrange their travel so that they will be available for the Sunday Board meeting after the convention, if elected. The Chair informs the nominees of the dates for the Board meeting for the following October since another requirement is that the nominees will be available to attend that meeting.

2. By CTSA tradition, nominees are not told who else is being considered at the time of nomination.

3. Once the vice-presidential slate is intact then communication with Board nominees should begin. If at all possible this should be done prior to the end of the academic semester. It is often difficult to reach people during the semester break.

4. The Chair of the Nominations Committee e-mails the candidates that they need to submit a one-page c.v. to the Secretary of the CTSA for distribution to the membership. The c.v., while not comprehensive, should include reference to CTSA involvement and service as well as representative publications, work experience, awards and notable accomplishments. The Chair copies the Secretary in these e-mails so that the Secretary is informed of the slate of candidates and so that the Secretary can provide a model c.v. to each candidate. The candidates return their completed c.v.'s to the Secretary.

5. Finalizing the slate early is advantageous since some nominees for Vice-President may want to negotiate time commitments and workloads with deans and department chairs at home institutions.

6. The names of the nominees are held in confidence until their candidacies are announced on the CTSA website prior to the convention.

JUNE AT THE CONVENTION

1. The Chair of the committee makes an oral report of the nominations to the membership at the convention Business Meeting.

2. The President oversees the election of the Vice-President first, then of Board members. The whole Nominations Committee, supplemented by 2-4 Board members to facilitate the process, collects and counts ballots.

3. The Chair interrupts the Business Meeting to report the vote tallies of the elections to the President, who announces the results to the membership. Specific vote tallies are announced only when there will be an additional round of balloting for the office.

Approved by Board Vote, March 4, 2013