**Nomination and Election Processes of Denominational Board Membership**

**I. Nominations and elections**

*A. Background*

 Synod **strongly encourages nominations of persons representing diversity of ethnicity, gender, and age** to obtain board membership that reflects the wonderful diversity of the CRC. Synods 2009 and 2013 emphasized the importance of reflecting the diversity of the church on our committees and boards. We ask that each classis consider this important request and be intentional in seeking diversity in nominations brought forward.

 Synod 1983 adopted the following recommendations relating to the balance between the number of non-ministers and ministers on denominational boards.

1. That the boards . . . carefully monitor the balance of their own memberships, noting the balance or imbalance between classical representatives who are ministers or lay members, and alert the classes so that they in turn may take this information into consideration when electing the delegates to those boards.
2. That classes carefully monitor the balance of membership of the denominational boards involved and take this into consideration when electing delegates to these boards.

For this reason, take note of the specific requests by the boards in the accompanying document, such as for either *clergy* or *nonclergy* (*laity*) nominees.

*B.* *Nominating process for boards of Calvin Theological Seminary and Calvin University*

The process for nominating and electing *regional* board members (when such are needed) is the same for Calvin University and Calvin Theological Seminary. The process for the educational institution boards follows. (*Note:* See sections C and D below for a description of the Council of Delegates and World Renew nominating processes.)

1. ***August*** – The stated clerk receives notice from the Office of Synodical Services indicating whether the university or seminary are requesting nominees to fill either current or anticipated vacancies in board membership, in addition to the names of board members eligible for a second term. After reviewing the requests for nominees from your classis, each classis should request churches within the classis to submit names of potential nominees *prior to* the fall meeting of classis. Approval of the nominees by their respective council is not necessary but biographical information for classis to consider is helpful.

2. ***Fall classis meeting*** – Each classis is encouraged to review and approve nominees for one or more of the boards from the nominations presented by the churches.

3. ***By mid November*** – Information regarding nominees from each classis in a region is forwarded by the stated clerk to the Office of Synodical Services **by November 15**. *Two* nomination forms are provided and both forms should be submitted—one by *the stated clerk* and one by *the nominee*. Upon receipt of the nominations, the director of synodical services will forward copies of the forms to the respective boards.

4. ***January/February*** – From the list of nominees submitted from each region, the respective board prepares a slate of two nominees for each vacant position (usually during the winter board meeting). The boards may have need to add to the slate if nominations are not received by the classes.

5. ***Late February/early March*** – A ballot is prepared by the Office of Synodical Services and is sent to each classis within a region, if needed that year, for vote at the March or spring meeting of classis. You will be notified if *no* ballot is forthcoming for your classis agenda.

6. ***Spring classis meeting*** – Classis votes on the ballot and submits the *total number* of votes for each nominee to the Office of Synodical Services; the votes are totaled with the votes from classes within your region.

7. ***June*** – The results of the voting are submitted to synod for ratification. Tie votes are resolved by a vote of the synodical delegates from the region.

8. Terms of *all* board members begin and end on July 1.

*C.* *Nominating process for the Council of Delegates of the CRCNA*

 The process for nominating and electing delegates for the Council of Delegates of the CRCNA (COD) follows:

1. Upon receipt of a letter that your COD delegate is concluding service on the board, classis is asked to nominate ***one person*** for the COD position.

2. Send the nomination forms (one from the stated clerk and one from the nominee) for your nominee to the Office of Synodical Services **by November 15**; nominations are forwarded to the Nominating Services Committee of the Council of Delegates for review and recommendation to the COD.

3. The Council of Delegates presents a recommendation **to synod** for appointment of the nominee to the COD.

*D.* *Process for election of World Renew board member*

 You will receive notification directly from the respective World Renew national office (Canada or U.S.) regarding the need for a nominee for the World Renew board. Persons who serve on the board of World Renew are selected in keeping with the procedures spelled out in Rules for Synodical Procedure, section VI, D, 6—each classis nominates a representative to the board, to be appointed by synod. The office of World Renew will review nominations for membership by the classis for each nominee (there can be more than one) and forwards the nomination either to synod or the Council of Delegates in the interim for ratification. In some cases, World Renew may submit a nominee for consideration by synod or the COD.

 When your classis nominates a new member to the World Renew board of delegates, please complete an information form provided by the World Renew office that will include the **full name, address, and telephone number** of that person.

 It should also be noted that the World Renew board of delegates elects a smaller group from among the classical delegates to function as the Joint Ministry Council. The larger Board of Delegates meets just once each year.

**II. Board nomination packets**

 Included in the nomination packet for the stated clerks are *two* nomination forms—**one for stated clerks** to complete and **one for the nominee** to complete. Please make copies as needed for each nominee recommended from your region/classis. In addition, information sheets for each of the denominational boards are provided with further explanation of expectations and role of that particular board (please make available for each potential nominee). The forms and information sheets are downloadable from the [crcna.org/StatedClerks](http://www.crcna.org/StatedClerks) website—easy to share with potential nominees.

**III. Board members recommended for reelection**

 Your packet may also include names of board members who are *eligible for reelection* to a second term. In such case, please ask your classis to review the names of persons eligible for reelection and note if there are any reservations about continued service on the board. Communicate the response of classis to the Office of Synodical Services—the names of incumbents will be submitted to synod for reappointment.

**IV. General information about denominational boards**

*A.* Terms for all board members begin and end on July 1, and run for three years, renewable for a second three-year term upon appointment/ratification by synod.

*B.* Each board has slightly different meeting dates.

 -- Council of Delegates of the CRCNA ordinarily meets in October, February, and May.

 -- Calvin University Board of Trustees ordinarily meets in October, January, and April.

 -- Calvin Theological Seminary Board of Trustees ordinarily meets in October, February, and May.

Need help? Write Dee Recker at drecker@crcna.org or call 616-224-0827 for assistance with these processes. Thank you!