

**Pacific Yearly Meeting
Nominating Committee
Report to Representative Committee 2021 (rev 2/27)**

SUMMARY: We will ask for the approval of 8 names (two for second reading, three were interim appointments, the rest for a first reading). We will also ask for approval of a process and acceptance of two sets of guidelines.

1. We bring the following names for a second reading:

For Latin American Concerns Committee

2021 Pati Constantino, Mexico City (2020) 1st reading 07.14.2020

2023 Sergei Agalzoff, Orange Grove (2020) 1st reading 07.14.2020

2. We bring these names who were interim appointments:

For Board of Friends Bulletin

2023 Kate Connell, Santa Barbara (2020 Int)

For Unity with Nature, co-clerking

2021 Keith Runyan, Santa Cruz (2020 int as co-clerk)

2022 Michael Dunn, Inland Valley (2020 int as co-clerk)

3. We bring these names for a first reading:

For Youth Programs Coordinator Committee

2023 Nancy Mellor, Sacramento (2021 RC)

For Ministry Committee

2021 Jay Cash, Strawberry Creek (2021 RC)

For Unity with Nature

2021 Marge Gianelli, LaJolla (2021 RC)

For Communications Committee

2023 Andrea Harmon, Palo Alto (2021 RC)

4. Process for approving job descriptions

The purpose for this is to state clearly how job descriptions are approved. No place in our Faith and Practice is this described, and it has led to many questions. It is intended that the Faith and Practice Revision Committee add this to the pages referring to Job Descriptions.

Draft Minute: PacYM will use the following protocol for approving Job Descriptions

1. New committees or officers:

- a. A draft Job Description may be written by the Nominating Committee or another body.
- b. If written by others, it is sent to the Nominating Committee for consideration.
- c. When approved by that committee, it will be brought to the next yearly meeting business session (either AS or Rep Com) for action.
- d. When accepted by the yearly meeting, it will be posted on the website and included in the rolling revisions by the Faith and Practice Revision Committee.

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2. Existing committees or officers:

- a. A draft of a revised Job Description will be written by the committee or officer. This may be done in consultations with Nominating Committee, Ministry Committee, past holders of that position, other committees or officers affected by the changes, or the Presiding Clerk.
- b. It is sent for consideration to the Nominating Committee, which makes any modifications in consultation with the relevant committee or officer and other bodies as needed.
- c. If the Nominating Committee discerns that the changes in the Job Description are significant, the yearly meeting will be asked to accept the new Job Description at the next business session (either RepCom or AS).
- d. When accepted by the yearly meeting, it will be posted on the website and included in the rolling revisions by the Faith and Practice Revision Committee..
- e. If Nominating Committee discerns that the changes do not constitute significant variance from the previous work of said office, the Job Description may be approved by Nom Com, reported to the YM, posted on the website and rolled into the revisions to Faith and Practice.

5. The responsibilities of the Committee Clerk. It has come to our attention that many committee clerks take on too much and get burned out. Some clerks have had difficulties with the functioning of their committees and did not see any other way to get the job done than to do it all themselves. Again, there is burn out and poor modeling of what committee work means. We hope that the following guidelines might prevent clerk burn out, promote more active engagement of all members, and assure the spiritual grounding of the committee. This is not intended to cover every aspect of a clerk's work and is not the only guidance to be provided.

Draft Minute: PacYM accepts the following as Guidance for Committee Clerks:

The Clerk of a Committee is responsible for four basic components of the committee:

- 1 **Spirit:** The clerk holds the spiritual container for the committee. The committee meetings are meetings for worship, programmed to address business concerns. The clerk will maintain that spirit of worship, remind the committee as needed and ask for a period of silence if that sense of worship is lost.
- 2 **Agenda:** The clerk is responsible for preparing an agenda for the meeting, and keeping the committee moving through the agenda. Often, the most important or time sensitive issues will come first, with items at the end that could, if necessary, be held over to the next meeting or handled by email.

The agenda can be drafted by the clerk or another member, circulated a few days before the meeting to solicit additional items, and then finalized by the clerk.

- 3 **Accountability:** The clerk makes sure notes of the meeting are written, and that any task agreed to by the committee is assigned to a specific person and has a timeline for completion. Minutes of the meeting, including the assignment of tasks, are circulated within a few days of the meeting
- 4 **Continuity:** The minutes of the previous meeting should indicate what items are not finished and where discussion is to be continued.

The meeting is not over until the next meeting date, time and place is agreed and recorded in the minutes.

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- **The clerk does NOT** take on every task that others do not offer to do. If the committee seems to agree on an action but no one will do it, the clerk may
 - a. Ask for deeper worship while the situation is considered,
 - b. Ask a specific person whose skills fit the task,
 - c. Suggest that others be involved in completing the task,
 - d. Announce that the task will be dropped until such time as a way is found to accomplish it.
- **The clerk does NOT** have to do all the calls or emails to remind Friends of the next meeting or of a task that should be done. A member of the committee can take this responsibility.
- **The clerk does NOT** answer every question. they do not hold all the wisdom and knowledge at the table; that is why it is a committee.
- **The clerk does NOT** labor endlessly with a dysfunctional committee. Problems should be reported to Nominating or Ministry Committee as soon as they begin to interfere with the spirit or function of the committee.

6. Role of Representatives to Organizations: There are representatives who would like to do more in the way of communication and engagement with Yearly, Quarterly, and Monthly Meeting(s) and with individuals. At times the opportunities for this seem limited. We believe that by spelling them out in more detail than is now given, it could prompt the representative to be more active and the meetings and individuals to be more proactive in seeking engagement.

Draft Minute: PacYM accepts the follow as guidance for Representatives to Organizations

Qualifications: A representative or observer to an organization should be a Friend who:

1. has an interest in the organization,
2. knows its purpose and goals,
3. feels enthusiastic about supporting them, and
4. is willing and able to speak on their behalf.

Purpose and Opportunities: A representative of PacYM to an organization is the link between that organization and PacYM. The Rep develops a relationship and two-way communication with that organization by:

1. Letting the organization know of PacYM's interest in their work,
2. Supporting that work and extending knowledge about it,
3. Fulfilling the expectation of the organization such as attending meetings, assuming a role in governance or committee work,
4. Letting PacYM know of the work of the organization, at Annual Sessions and other opportunities, and
5. Spreading enthusiasm about that work throughout the YM by:
 - a. Contacting quarterly (QMs) and monthly meetings (MMs)
 - b. Providing information sent by mail and email to QMs and MMs
 - c. Offering to speak directly to MMs and QMs
 - d. Developing presentations in collaboration with other representatives of this or like organizations.
 - e. Utilizing the PacYM directory and other services of the Communications Committee.
 - f. Posting information on the PacYM Website

The Nominating Committee consists of Liz Baker, David Bloom, Trudy Freidel, Joe Magruder, Lisa Hubbell, Hulda Muaka, Gail Thomas, and Julie Harlow (clerk)