

Nomination Procedures for Non-voting Board Members Adopted 9/16/10

1. The voting Board members will review the performance of existing non-voting Board members near the end of individual term expirations for the non-voting members. This review will occur during an executive session at a full Board meeting.
2. Based on the performance review, the Board will determine in open session whether to renew existing non-voting Board member term, or recruit for new candidates.
 - a. If decision is made to renew, Board Chair asks the current non-voting Board member if they wish to continue to serve.
 - b. If decision is made to recruit, staff advertise the non-voting Board member vacancy on website and other venues as directed by the Administrative Committee.
3. An open process will be conducted for any position after the incumbent has served two consecutive terms. The voting Board members will determine if the incumbent non-voting Board member will be invited to re-apply.
4. Applications and/or referrals can be received from a variety of sources: general public, state officials, current or past Board members, indication of interest by potential candidates, etc.
5. Upon receipt of application materials, staff will notify potential candidates by letter that they are being considered and simultaneously advise Board members and members of the Administrative Committee of potential candidates.
6. At an official meeting, the Administrative Committee reviews the background information and determines which candidates will be interviewed. This review may be conducted in executive session.
7. Staff performs reference checks. Findings are compiled for Administrative Committee review.
8. Staff schedules interviews to be held during a future Administrative Committee meeting; all Board members are invited to attend as observers. The interviews may take place in executive session. Voting members who are not on the Committee may not participate in the discussion.
9. At the same or a subsequent official meeting, during open session the Administrative Committee determines a nomination for recommendation to the Board.
10. The Board votes on each nomination at an open session. If necessary, the vote may be preceded by an executive session to discuss the candidates' qualifications.
11. Candidates not selected are notified and thanked for their interest. Application materials will be retained in a pool of potential future candidates as directed by the Administrative Committee. New Board members are notified, scheduled for a swearing in ceremony at a future Board meeting, and begin their orientation on WSIB.