

PROCEDURES
GREATER DAYTON EMMAUS COMMUNITY
(Revised April 2013)

Procedure 1: Election of Board Members

All Candidates are to prayerfully consider having their name placed on any ballot.

1. The nominating Committee will be chaired by the Past Community Chairperson who will select a committee consisting of two previous lay directors from the previous two years (preferably one male and one female).
2. The nominating committee's goal shall be to have two or more persons for each open position.
3. All persons nominated shall have served on at least one Walk weekend team, be active in their share group, church and in the Emmaus Community.
4. No Board members shall succeed themselves and other than unusual circumstances, shall not be offered for reelection to the Board at a later date.
5. Other than unusual circumstances, Board candidates shall not be spouses of continuing Board members.
6. The list of potential Board members shall be submitted to the Board for approval by no later than the September Board meeting. These names along with absentee ballots will be published in the October newsletter.
7. Election shall take place at the November Gathering. The floor shall be opened for write-in candidates prior to the final election.
8. A ballot of candidates with space to write-in selection shall be issued to the community and an election by a secret ballot shall take place.
9. Ballots including absentee ballots, shall be counted by the Nominating Committee and Vice Chairperson and the results of the election published in the next Newsletter. All winning candidates shall be immediately notified by the Community Vice Chairperson.
10. A simple majority shall elect Board members. In case of a tie, a final ballot shall be offered at the December Gathering.
11. In order to maintain membership in good standing as a Board member, each member should be active in their local church and be active in a share or accountability group.
12. Board members are allowed to miss up to three unexcused Board meetings in any calendar year. Those missing more than three meetings will be evaluated on a case by case basis to determine the appropriate action.

Procedure 2: Election of Community Chairperson

The Chairperson shall be elected by a majority vote of the Board no later than the August Board meeting.

Procedure 3: Election of Community Vice Chairperson

The Vice Chairperson shall be elected by a majority vote of the Board of Directors no later than the August Board meeting. This advanced election will provide preparation time for the Vice Chairperson to head the team selection committee process. The effective team shall start on January 1st of the coming year. The Vice Chairperson will run for the Community Board Chairperson and then serve as the Past Community Board Chairperson. Vice Chairperson Candidates are to inform the Board Chair by June Board meeting. An interview with the current Vice Chairperson and at least one Spiritual director takes place before any candidate's name is added to the ballot. If less than two names are presented, the process will be determined by a simple majority of the Board.

Qualifications to become Vice Chairperson

1. One year of Board experience prior to assuming office.
2. The candidate must be willing to spend an additional 3 years on the Board as the Vice Chairperson, Chairperson and Past Chairperson.

3. Vice Chairperson must be willing to chair the Team Selection Committee, fill in for the Chairperson as required, and other assigned duties.

Procedure 4: Approval of Community Spiritual Directors

The Community Spiritual Director will present a list of candidates for Community Spiritual Directors to the Board by the June Board meeting. The Board will act on this list at its August meeting.

Procedure 5: Review of the Operating Procedures

The Operating Procedures are to be reviewed by the Board at least every three years and revised as needed.

Procedure 6 Amendments

Proposed amendments will be presented to the Board by any member of the Board one (1) month in advance for consideration by the Board. Amendments will be approved by a simple majority vote by the Board.