

Virginia FBLA-PBL Foundation

Board of Directors Operating Procedure

Number 4
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Supercedes
Approved MM

Title: New Board Member Nomination Process

.01 Purpose

The purpose of this procedure is to clarify the nomination process for new board members.

.02 Applicability

This applies to all current members of the Board of Directors in nominating or responding to nominations for new board members.

.03 Associated Policies

Bylaws of the Virginia FBLA-PBL Foundation.
Nominations Form—Method of Selection

.04 Exception Authorization

Any exception to this procedure must be approved by the Board of Directors.

.05 Definitions

N/A

.06 Policy

N/A

.07 Procedure

Three-step process:

- (1) The nomination form should be completed and forwarded to the board chairman without the nominee's knowledge that they are being considered as a new member on the board of directors for the foundation. (This protects current board members to speak freely if they have any concerns about a potential member. It also protects the nominee because if they are not asked to join the board, they would not know they had been considered and not selected.)
- (2) The nomination form will be forwarded by e-mail to all current board members for voting. If a nominee is not unanimously selected through the e-mail distribution process, the person's nomination will be brought to the next board meeting for discussion.
- (3) Once it has been decided to extend an invitation to a nominee, they will be given the nomination form to be filled out in full, listing their desired involvement.