



HHIE Nominating Committee Meeting
February 16, 2011
Proposed Nomination Process

Introduction

Per Bylaws, the directors shall be elected at each annual meeting of the corporation for a period of three years. Terms of the directors are staggered to the extent possible or until their successor is elected. The board, guided by input from its Governance Committee, established the staggered terms for individual board positions in one, two, or three-year terms. A board member cannot serve more than two consecutive full three year terms. A given individual could return to the board after a break of 12 months, either to occupy a seat designated as a sector seat, or in an at large seat. A person who is replacing a board member mid-term inherits the term of the original board member.

Nomination Process & Timeline

Step	Nomination Process	Timeline
1.	Request for nominations for election: <ul style="list-style-type: none"> • Circulate broadly within the stakeholder community • Publication of the nomination list on HHIE’s website. Comments are welcomed and solicited. Example of statement, <i>“Please note we are soliciting candidates and visit the website for further information....”</i> • Include: number of open position in respective sectoral representations, working board, expectations and goals, individual membership, list working committees, no salary, and candidates not selected can participate on the working committees. • Interested candidates to submit resume to Christine Sakuda. <ul style="list-style-type: none"> - Request for supporting/recommendation letters. - Provide information packet (i.e. Bylaws, Charter). • Post on HHIE website and send to professional associations. • Mail letter inviting the Mayor of Big Island and Beacon Board President or elected officers to participate with recommendation. • Deadline: Give public one month to respond. 	March 2011
2.	Slate of Candidates: <ul style="list-style-type: none"> • In compiling the slate, the committee needs to ensure that the sectoral and geographic (neighbor islands) needs are represented in the election. • Nominating cmte meets to review slate of candidates (needs to be larger than the number of seats available) 	30 days after posting
3.	Recommendation of Slate of Candidates: <ul style="list-style-type: none"> • Provide recommendation for the board to vote at the May 10th meeting. • To speed up the process, send BoD a slate of nominees for review. 	April 2010

4.	Governance cmte discusses and recommends additional seats to Board.	March 2011
5.	<p>Voting Process:</p> <ul style="list-style-type: none"> • Mail ballot to all board members. • The Board could vote at the May BoD mtg if no discussion necessary. If there is an issue with slate, a discussion could resume. • Board can vote use the silent ballot vote at the Board meeting or take the ballot and turn/mail it in later. • Consider double envelopes and having a state person open it. • If approved by board, include the voting and counting of the ballots process in the resolution. • Announcement to follow. If necessary, an emergency Special Meeting in June can be requested. 	<p>April 2011</p> <p><i>pending approval of board at the March meeting to discuss the secret vs open ballot voting</i></p>
6.	<p>Selection of Candidates:</p> <p>The board chooses new or renewed terms' members for the present slate. New board members are voted in.</p>	May 2011
7.	<p>Annual Meeting:</p> <p>Transition for incoming and outgoing board members.</p>	July 2011
8.	<p>Evaluation:</p> <p>The process will be formally evaluated by the Executive Committee to ensure that it is operating in line with its principles of inclusivity and transparency.</p>	end of the 1 st and 2 nd year cycles