



# Kappa Delta

## Nominating Committee Policies and Procedures

### Introduction

The National Bylaws of Kappa Delta Sorority charge the National Council with appointing a Nominating Committee to conduct the nominating process for election of members to the National Council. To that end, the following policies and procedures pertaining to the Nominating Committee are established by the National Council.

### Guiding Principles

The principles guiding the Nominating Committee in slating of candidates for National Council are to:

- Match the organizational needs, based on the sorority's strategic plan, with an individual's strengths in order to create a balanced and qualified leadership team which supports the whole organization and demonstrates those particular leadership skills, qualities, experiences and behaviors that are critical to ensure Kappa Delta's future advancement.
- Slate candidates who fulfill the competencies, skill sets and needs established by the organization;
- Ensure the best qualified person is slated through objective evaluation;
- Support the rights of members to pursue leadership positions and be treated equitably during the process;
- Provide opportunities for Kappa Delta members to be educated on the nominating process; and
- Make good faith efforts to mitigate bias in the process.

A nominating committee plays a crucial part in an entity's corporate governance. Sound corporate governance policy is necessary for maintaining a balance between the interests of different stakeholders of an entity. Thus, the Sorority's Nominating Committee is an important part of the organizations' corporate governance, and the slate presented and processes implemented should be exercised through the lens of the committee's fiduciary duty to the organization and the balancing of the different stakeholders in Kappa Delta.

Confidentiality is of the greatest importance and committee members shall be required to sign the organization's standard confidentiality and ethics agreements. During the nominating and election process, the confidential nature of the discussions and correspondence cannot be

overemphasized and includes but is not limited to interview questions, candidate information, and discussions regarding the process or selection. Nominating Committee members shall not share confidential information with the following exceptions:

- Candidate information will be made available to designated National Headquarters staff to facilitate the administration of the nominating process and posting of the slate. Designated staff will maintain the confidentiality of the information until released publicly; and,
- Nominating Committee members may contact references and/or other sources, as needed, for the purpose of evaluating candidates.

## Appointment and Supervision

Members of the Nominating Committee are appointed by the National Council as provided in the National Bylaws. Candidates are chosen from self-submitted applications.

The Nominating Committee shall consist of six alumnae members in good standing who are a blend and balance of both relevant professional and Kappa Delta volunteer experience. The chairman is a non-voting member. The Nominating Committee recommends candidates for appointment by the National Council for the next biennium. National Leadership Team members are not eligible to serve on the Nominating Committee.

- “Relevant Professional Experience” should include members are alumnae who possess specialized skills in interviewing and hiring and/or nominating. These members have interviewing and hiring experience in a business setting and/or previous nominating experience in a variety of community organizations. In addition, these members shall have an affinity for Kappa Delta.
- “Kappa Delta Volunteer Experience” members are alumnae who have demonstrated an interest in serving the best interests of the national organization through volunteer experience at the local or national levels. In addition, these members shall have an understanding of nominating/hiring processes.
- A chairman, who shall have served as the vice chairman in the preceding biennium, shall assume the role as chairman following a National Convention.
- A vice chairman shall be selected by the Nominating Committee at the organizational meeting to succeed as chairman of the Nominating Committee in the next biennium. The vice chairman’s selection shall be based on merit. The Nominating Committee members shall vote by written ballot from among the members willing to serve as chairman. The members are encouraged to vote for the sister who is best suited to lead the committee and uphold the policies and procedures of the committee. In the event of a tie, the chairman will cast the deciding vote.
- Nominating Committee members shall not serve two successive terms, with the exception of the member succeeding to chairman.
- A member of the Nominating Committee who self-nominates or permits her name to be submitted for consideration for National Council office shall resign immediately from the Nominating Committee through notification to the chairman. The National Council will be

apprised of the resignation, and the Nominating Committee shall forward alternate candidates for consideration by the National Council.

- Any vacancies shall be filled by the National Council who may consider recommendations from the Nominating Committee as well as other qualified sisters.
- It is preferable that no more than one initiate from each Kappa Delta chapter be slated to serve on the Nominating Committee each biennium.

The Nominating Committee functions independently as a standing committee and is obligated to uphold the National Bylaws as it pertains to the Nominating Committee (Article VI, Section F) and the policies adopted herein. Good corporate governance includes a Nominating Committee that acts independently and maintains the integrity of the selection process, strives to eliminate bias, nepotism and favoritism, and strives to create equitable access to leadership roles for qualified and interested candidates. The Nominating Committee shall report to the national president but does not take direction from the national president or National Council.

## Responsibilities

The Nominating Committee shall work as a committee to slate candidates for National Council offices and recommend five candidates and alternates (in rank order) for the Nominating Committee. The Nominating Committee chairman shall notify the national president of the slate and Nominating Committee candidate recommendations following acceptance by slated National Council candidates of offered positions. As soon as reasonably possible after being notified by the chairman, the national president shall notify the National Council. The Kappa Delta membership shall be notified (via electronic communication) of the slate of National Council candidates and their qualifications shall be posted on the Kappa Delta website by May 1 of the year of the election.

In addition, the Nominating Committee is responsible for:

- Demonstrating and embodying the key principles of ethical leadership, honesty, justice, respect, community and integrity.
- Maintaining confidentiality in all matters relating to the work of the Nominating Committee.
- Adhering to all National Bylaws, and policies and procedures of Kappa Delta Sorority.
- Developing applications for National Council and Nominating Committee positions and disseminating information through all applicable communication media.
- Using the guiding principles outlined above to establish criteria to balance the Nominating Committee membership.
- Soliciting, recruiting and accepting names of qualified candidates to serve on the National Council and Nominating Committee (Past and present NLT and National Council members have a broad acquaintance with the membership and good understanding of the duties of the offices and should be encouraged to participate in the nominating process.);
- Making sufficient inquiry of any reference or source to verify key employment, professional volunteer experience and educational information and learn more about a candidate's background, experiences, competencies and skills.
- Evaluating and determining tools to be used in the selection of future leaders including competencies, minimum qualifications, candidate applications and questions and through reference checks;

- Educating the membership regarding the nominating and election process with the goal of being transparent about the process and creating an accessible process.
- Maintaining and enhancing the position of the Nominating Committee as an important aspect of Kappa Delta operations by developing instruments that uphold the integrity and fairness of the process.
- Protecting the integrity of the nominating process by not allowing outside interference in the committee's work and allowing for response by a candidate in the event of excessive negative campaigning.
- Maintaining accurate minutes and records regarding the work of the committee (However, documents on non-elected and non-appointed candidates will be destroyed following each nominating cycle. Applications of elected and appointed candidates shall be maintained by the Nominating Committee in a secure location at National Headquarters for a period of six years following the election and appointment.);
- Requiring committee business be conducted in a forum inclusive of all Nominating Committee members, whether in person, via conference call or electronically.
- Preparing and implementing operational policies, as needed, to supplement these policies and procedures; and
- Reviewing and assessing, upon request by National Council, other issues that may affect the nominating process.

## General Procedures

- Nominating Committee members shall participate in a mandatory spring/summer organizational meeting in the year preceding the election to review and update existing processes, informational documents, communications, applications, etc., and an interview/slating meeting in the spring prior to the election for the purpose of interviewing candidates and slating. Other meetings or phone conferences will be scheduled as needed by the chairman.
- The Nominating Committee shall provide information to the membership regarding: timeline and deadlines of nominating process and election; job descriptions; qualifications of candidates for National Council and Nominating Committee; and application and reference materials.
- All candidates shall submit a completed application, references, required supplemental information, and sign the Sorority's standard confidentiality, ethics and conflict of interest documents which will be provided to the Nominating Committee.
- The Nominating Committee, through headquarters staff, shall make a reasonable attempt to notify applicants of missing documents.
- All candidates shall receive an acknowledgement of the status of their application and whether they are selected for an interview.

- For those candidates selected for an interview, the Nominating Committee shall conduct telephone, videoconference, or personal interviews for the purposes of evaluating and slating of candidates for National Council and recommending Nominating Committee members. T The Nominating Committee shall use a list of questions with each candidate that interviews for the same role. The Nominating Committee may choose to interview candidates on more than one occasion or, for the position of national president, in person. In the event of a tie, the chairman will cast the deciding vote.
- The Nominating Committee shall evaluate candidates independently prior to sharing and completing the slate of candidates.
- All candidates shall receive an acknowledgement of the status of their application when the application is received and after the slate is created.
- Nominating Committee members shall contact interviewed National Council candidates via telephone to inform them of the result of their application for a position. All candidates shall be requested to keep their status confidential until the slate is announced to the Kappa Delta membership.
- The Nominating Committee chairman shall report at the National Convention announcing the slate and acknowledging the work of the Nominating Committee.
- In accordance with the National Bylaws, alumnae members in good standing interested in being nominated from the floor shall be required to submit statements of consent to serve, eligibility documentation, and other information determined by the Nominating Committee at least 48 hours prior to the nominations being taken up at the Convention. This ensures the nominee may benefit from being apprised in advance of the process and Forum information, and there is sufficient time to prepare her application information to be posted at the National Convention following the floor nomination. The Forum shall be led by the Nominating Committee Chair. The individual notifying the Nominating Committee chairman of her intent to be nominated from the floor shall have the choice of keeping her candidacy confidential (with the exceptions noted above) until the floor nomination.
- All eligible voting delegates shall be apprised of the qualifications of those slated in advance of voting. Floor nominees shall submit an application and required supplemental information (if they have not done so already) following their declaration of being nominated from the floor so the application can be made available for the education of the voting delegates following the floor nomination.
- Nominating Committee members shall serve for a biennium (with the exception of the member succeeding to chairman), from the end of one National Convention until the end of the next National Convention.
- During her term as a Nominating Committee member, the member may not accept any position that makes her a Convention voting delegate under Article VII of the National

Bylaws. For example, a Nominating Committee member may not serve as her alumnae chapter's delegate nor be appointed to the National Leadership Team at the National Convention where her Nominating Committee's slate is announced.

- The chairman shall be apprised of any inappropriate conduct by a member or members during the nominating process and elections. After investigation, the Nominating Committee will make recommendations to the National Council regarding what, if any, disciplinary action should be taken. The National Council will make the final decision as to any disciplinary action.