



ELECTING A BOARD MEMBER TO AN ADDITIONAL TERM

Re-election to the board should not be automatic.

The first step before renominating a board member is to check your organization's bylaws regarding term limits. Any members who are at the end of the number of terms allowed by the bylaws cannot be re-elected to the board.

If a member is eligible for re-election under the bylaws, then the member should be carefully evaluated both in terms of the person's past performance and in terms of the needs of the board (as spelled out in a board matrix). In addition, it is always important to ask the board member whether he/she is willing and able to serve an additional term.

Evaluate Past Performance

Ask each board member who expresses an interest in serving another term to submit a completed self-evaluation to assist the governance committee in preparing the new slate. A sample self-evaluation form is included at the end of this resource.

When evaluating the board member's performance, consider his/her attendance at board meetings, engagement level during and in-between meetings, commitment to fundraising for the organization, and whether there were significant challenges with conflicts of interest. If the member signed a letter of agreement at the beginning of his or her term, this may be the time for the member to review the letter with the chair of the governance committee and reflect on whether he or she upheld that agreement. If the board member serves on any committees, speak with the chair and members of those committees regarding the candidate's engagement and contributions to the work of the committee.

Evaluate the Needs of the Board

If the board matrix indicates that the board needs someone with very different qualifications, the governance committee might recommend against renominating a current member in favor of bringing on someone with much-needed expertise. For example, an organization faced with building a new facility for its services might add someone with solid knowledge of real estate and construction issues. In these situations, the committee must act with care and compassion toward the person not being renominated and share its reasoning with the full board. Circumstances like these can be a bit uncomfortable, and each situation will have to be handled differently.

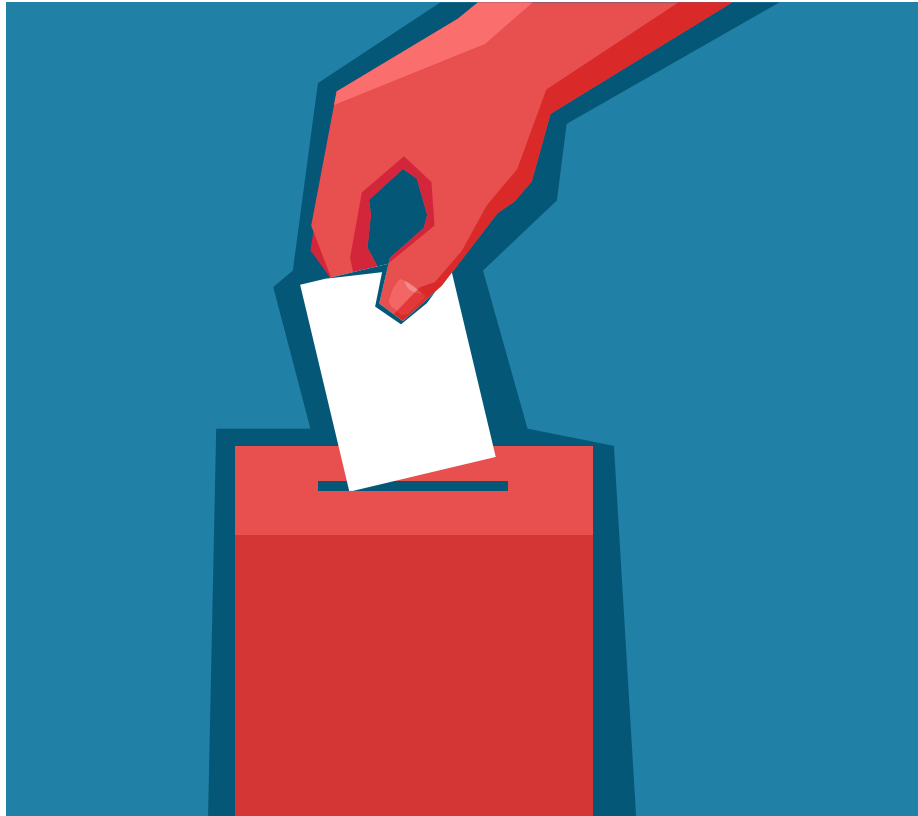
Renominate the Board Member

After you have gathered the appropriate information related to the candidate's performance and the needs of the board, the governance committee should meet (in person or by teleconference) to discuss the board member and evaluate whether he or she should be renominated. After the committee members have reviewed the relevant information, they should vote on whether the member should be renominated.

Re-Elect the Board Member

Once you have renominated the candidate, review your organization's bylaws for specific procedures required for re-election. For example, sometimes bylaws will specify that nominations should only occur during the "annual meeting."

If there are no specific procedures required, then work with the chair to schedule a time during the meeting agenda to vote on the re-election. During the board meeting, to avoid possible awkwardness, any discussion of nominees should be conducted in executive session prior to the formal election, which should be held in open meeting, whether by voice vote or by written ballot, and the results should be recorded in the minutes.



Sample Individual Board Member Self-Evaluation

1. My understanding of the organization’s mission, vision, and values is
 In need of strengthening Adequate Strong

1. I followed the organization’s conflict-of-interest policy throughout my term, disclosing all conflicts and recusing myself from voting when a conflict existed.
 Yes No -- Please provide example if applicable: _____

2. I served as an advocate of the organization within my circles of influence and the community throughout my term. Yes No – Please provide example: _____

3. My understanding of the organization’s budget is
 In need of strengthening Adequate Strong

4. My understanding of the organization’s strategic plan/framework is
 In need of strengthening Adequate Strong

5. I followed trends and important developments related to the organization’s mission throughout my term.
 Yes No – Please provide example: _____

6. I supported the organization financially throughout my term. Yes No

7. I assisted the organization with its fundraising efforts in the following ways: Yes No
 I participated in the board’s recruitment efforts by recommending qualified and capable individuals.

8. I prepared for board and committee meetings. Yes No

9. My understanding of the organization’s programs and services is
 In need of strengthening Adequate Strong

10. I reviewed the Form 990 before it was submitted to the IRS throughout my term. Yes No

11. I met in executive session with the audit firm each year throughout my term. Yes No

12. I participated in the annual performance review of the chief executive throughout my term. Yes No

13. I attended and participated in _____ out of _____ board meetings this past year.