

The **duties of the Nominating Committee** shall be as follows:

- (a) This committee shall select its chairperson at its first meeting.
- (b) This committee shall be responsible for all elections, including the administrative functions prior to, during, and after elections, in which members of the congregation as a body cast a vote. This includes the election of officers, Congregation Council members, and members of the Nominating Committee.
- (c) This committee shall prepare a slate of officers consisting of at least one candidate each for vice-president, secretary, and treasurer, and at least one candidate for each vacancy on the Congregation Council. All of these will be elected at the Semi-Annual Congregational Meeting in May.
- (d) Prior to publishing this slate of officer and Congregation Council nominations, this committee shall have determined that each proposed candidate is qualified to perform the duties of the office for which nominated. This committee shall also have explained to each candidate the duties of the office to which nominated and have obtained their consent to be nominated and serve if elected.
- (e) This committee shall present a slate of candidates for the Nominating Committee in accordance with C13.02 of the Constitution.
- (f) Should nominations be made from the floor, this Committee shall be responsible for verifying their validity, and integrating all nominations prior to the vote.