

National Women's Political Caucus of Virginia

Meeting minutes for the first Board of Directors meeting
9:30 AM, via conference call, June 10, 2020

Agenda items

Set date for Annual Meeting
Bylaw revision based on Nominating Committee feedback
Review, revise, and adopt Nominating Committee Standing Rules
Report from Vice President Finance
NWPC-VA logo
Schedule bylaws review

Members present (all)

Andrea Miller, Originating President; Jane Newell, Originating Vice President Finance; Kati Hornung, Originating Vice President Records

Set Date for Annual Meeting

After discussing options ranging from August to October, the consensus was an earlier date would give extra time for the incoming leadership to get organized before taking their positions on January 1, 2021.

In a symbolic nod to the origins of NWPC-VA, the date will be on Wednesday, August 26th, Women's Equality Day.

Bylaw review

The Nominating Committee has pointed out some timing issues associated with the notification + deadlines process outlined in the bylaws for communicating interest in leadership positions. The following revisions were made and passed during the meeting (and will be voted on by membership on August 26th, 2020).

ARTICLE VIII: MEETINGS

1. NWPC-VA shall meet at least once every year to renew programs and priorities and to elect state officers
2. Each member in good standing must receive ~~thirtysixty~~ days ~~minimum~~ written notice of a state meeting other than the Annual Meeting. The notice is to include time, place and day of the meeting
3. ANNUAL STATE BUSINESS MEETING
 - A. Each member in good standing must receive ~~sixty-seventy-five~~ days written notice of the Annual State Business Meeting. The notice is to include time, place and day of the meeting, a request for letters of intent from those wishing to run for state office; and a request for submission of any proposals of bylaw revisions.
 - B. Letters of intent to run for state office and proposals of bylaw revisions ~~mustshould~~ be submitted no less than ~~thirty-sixty~~ days prior to the Annual Business meeting.
 - C. Each member shall receive a second notice of the statewide meeting no less than fifteen days prior to the meeting which will include listings of proposed bylaw revisions and of those persons who have filed for state office elections.
 - D. A quorum for conducting state business at the Annual Meeting will be a majority of the membership in good standing.
 - E. A plurality of those present and voting is needed to elect officers.
 - F. Consideration of an online voting process will be undertaken to encourage participation of all members throughout the state.

National Women's Political Caucus of Virginia

Nominating Committee Standing Rules

The Nominating Committee submitted a draft of the committee's standing rules. The options presented by the committee were discussed and the consensus was that for the current year, a single slate of candidates was ideal. An ability to guarantee diversity in leadership was the primary reason this was decided upon. Future Boards could make a different decision. The adopted guidelines are as follows:

The Nominating Committee's Role

1. The duty of the Nominating Committee is to find the best candidate for each office: servant leaders who will best represent the organization as team members on the Board of Directors.
2. The Vice President of Records should give the committee a copy of the membership list, the bylaws, a description of the duties of each office, and the eligibility requirements. The committee must carefully review the eligibility requirement for each office and see that the nominees meet these requirements.
3. Diversity (age, religion, income, race, geography, etc.) is a core tenet of NWPC-VA. The committee should meet, carefully review the membership list and any potential new members, and then select the people they think will do the best job in each office while ensuring diversity at the Board level.
4. The nominating process shall be as follows:
 - A. Vice President of Records will notify the membership of the Annual Meeting at least 60 days prior. This notification will include a call for members interested in leadership positions and will include a questionnaire.
 - B. Thirty days after the call for nominations, interested candidates should file their letter of intent and questionnaire with the nominating committee chair. During this time the nominating committee may reach out to the membership and encourage members to file a letter of intent. Members may also contact the nominating committee to make recommendations for outreach.
 - C. Within 10 days after the filing deadline the nominating committee shall meet to review the letters of intent, identify open positions, and identify additional candidates from the membership list (as necessary).
 - D. The Nominating Committee will review questionnaires and interview candidate(s), as necessary, to ensure the candidate is aligned with the mission and vision of the organization, is well qualified for the position, and is a member in good standing. The Nominating Committee will ensure every candidate they recommend for a position has agreed to accept their role.
 - E. At least twenty days prior to the Annual Meeting the Nominating Committee will submit a single slate of candidates to the Vice President of Records.
 - F. At least Fifteen days prior to the Annual Meeting the Vice President of Records will submit the single slate of candidates to the membership for consideration and a confirmation vote during the Annual Meeting.
5. During the Annual Meeting the Chair of the Nominating Committee will present the slate to the membership as follows: Madam President, the nominating committee submits the following nominations for (insert position), (insert member's name); for (next position), (insert member's name); etc..

National Women's Political Caucus of Virginia

Report from Vice President Finance

NWPC-VA has submitted the national dues for all members as of 3-31-2020 and the check has been cashed by NWPC. Not all members are receiving updates from NWPC and NWPC-VA is not yet listed as a chapter on the national website.

The Vice President Records dropped a note to the NWPC President to invite her to speak at the Annual Meeting on 8/26/2020 and to get an update on the outstanding items.

The Vice President Finance is receiving some emails (usually forwarded from NWPC) regarding interest in joining the organization. She will respond with a status update for the organization (getting organized, leadership being selected, meeting on 8-26-2020) and an invitation to join either now or after January 1, depending upon the interest of the prospective member.

NWPC-VA Logo

One of the student members has created some logo options but otherwise no interest was shown by other members. The President and Vice President Records will reach out to graphic artists they have worked with to solicit additional options.

Schedule Bylaws Review

There are some outstanding bylaw revisions to discuss and the Vice President Finance also raised the issue of specifying electronic meetings / voting options in the bylaws. A bylaws review meeting will be held Tuesday, June 16 at 9 AM.