

# Board Member Nomination Policy

Nomination Policy BOD Approved 11/20/13  
Revised 09/25/24

This policy is to be implemented by staff as directed by the President of the Board of Directors annually for the purpose of accepting nominations for positions on the Board of Directors.

## Nomination Form Board of Directors

Any Life Member may nominate him or herself or another Life Member of the Montgomery County Agricultural Center Inc. to be considered for a position on the Board of Directors.

This Nomination Form must be received in the office no later than the close of business on the second Friday in December.

Nominee Name: \_\_\_\_\_ Member Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of nominee must be completed for consideration

Do you “have a substantial relationship to the agricultural industry?” This is not a requirement but will be considered by the Nominating Committee. See Article III from our By-Laws on the back of this form for details. Please describe your relationship to the agricultural industry. Attach additional sheets as needed.

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Personal Biography: You can consider including items related to your involvement and work at the Ag center, 4-H, FFA, or leadership positions that you have held. Include a summary of the strengths and skills you can contribute to the Ag Center as a Board member. Attach additional sheets as needed.

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## BY LAWS - ARTICLE III. ADMINISTRATION

Section 1. Directors. The governing body of the corporation shall be Board of Directors and shall consist of not less than nine (9) members, a majority of whom have a substantial relationship to the agricultural industry. Whether there shall be more than nine (9) directors shall be left to the discretion of the members as expressed at the annual meeting, but in all cases the number shall be in multiples of three (3). The Board of Directors shall promulgate or amend whatever rules and regulations it deems advisable for the operation and use of the corporation's property. The Board of Directors may appoint and discharge such committee(s) it deems necessary to assist in such operation and use and related activities of the corporation. The Board of Directors shall meet at least quarterly at such time and place as the Board may determine. More frequent meetings or special meetings shall be held upon call of the President or upon the written request of a majority of the Board members who shall state the time and place of such meeting. A majority of the Board of Directors shall constitute a quorum. The members of the Board of Directors shall receive no compensation for their services.

The term of service of the member of the Board of Directors shall be a term of three (3) years, and one third of the directors shall be elected by the members annually. Nominations shall be made by a committee appointed by the President. Additional nominations may be made from the floor at the Annual Meeting. No Director shall serve more than two successive elected terms.

Any vacancies occurring in the Board of Directors other than from expiration of a term of office may be filled by appointment of the Board of Directors. A Director so appointed shall complete the term of the Director on account of whom the vacancy was created. A Director so appointed may stand for election at the completion of the term for which they were appointed.

### **Board Member Duties and Responsibilities**

Board members are committed to growth of the organization motivated to serve to support the mission of the MCAC. Understanding the need to work together, speak as one voice and find compromise are important characteristics possessed by effective Board members. The Board of Directors typically meets once per month. This can change due to a variety of circumstances. Notice will be provided as soon as possible if a change to regular meeting date were to occur. The monthly agenda is sent to members in advance of the meeting to allow time to prepare for discussion on identified topics. The Board is a legally formed team with fiduciary responsibilities and extensive power and influence regarding the operation of the organization.

Attendance at meetings - Attendance at meetings is required and necessary to ensure that continuing business is addressed with complete knowledge by all Board Members. Communicating absence from meetings is a Board member responsibility. New Board members will attend a New Board Member orientation.

Professional and personal interests – Professional and personal interests are to be set-aside when Board meetings are in session or at other times when representing the Board and the MCAC. Avoiding any potential impression of Conflict of Interest is important.

Participation in meetings – Being an active listener and active speaker are characteristics that support cooperative decision making and stewardship of the organization.

Assume committee responsibilities – Board Members are elected leaders of the organization and as such should work within this capacity on various Fair committees.

### Nomination Procedure

- The Vice President will be the Nominating Committee Chair unless circumstances dictate otherwise. The committee will be appointed by the President and consist of 2 current members of the Board of Directors, 4 Life Members who are not current Board Members, and at the discretion of the President, 1 Junior Board Member.
- The Fall Newsletter will announce that the nomination process will open during the Month of October.
- The Nomination Form is available for pick-up, by e-mail or mailed by office staff during the first week in October.
- Nomination Forms must be delivered to the Fair office by the close of business on the second Friday in December.
- Completing the nomination form is required for consideration by the Nominating Committee.
- Each nominee will be contacted by the Committee Chair to confirm interest in a Board position and answer any questions regarding duties and responsibilities.
- The Nominating Committee will meet before the January Board Meeting to review the Nomination Forms and develop a proposed slate of nominees to be approved for presentation to the membership at the Annual Meeting.
- Each nominee will be contacted by the Nomination Committee Chair regarding the final disposition of their application and answer any questions.