

Nominating  
Committee

# Society of Biblical Literature

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This document outlines the role and activity of the Nominating  
Committee and details the responsibilities of the SBL nominations  
governing body.

**Handbook**

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## *Description*

The Nominating Committee oversees all renewals and nominations set forth by members of the SBL for the committees and boards of governance within the Society, for election by Council. The Nominating Committee also nominates the President, Vice-President, and Council members for election by the Society. Further details on Nominating Committee procedures, responsibilities, and practices may be found on pages 67-70 of the [SBL Policy Manual](#).

## *Responsibilities*

The Nominating Committee and Executive Director actively seek recommendations from the general membership. The Committee reviews the distinct needs of each group in consideration of new members.

Responsibilities include (but are not limited to):

- Seek recommendations for standing committees and boards of the society
- Identify qualified nominees through member interaction
- Consult with Council to propose a slate of nominees for Vice President and Council
- Review committee job descriptions to guide orientation of new committee members
- Consult with committee chairs and staff to propose nominations for upcoming term
- Advocate for the governance of the Society and encourage committee participation
- Develop criteria for member-wide nominations of eligible candidates for Council and committee positions

## *Calendar*

November: Annual Meeting and New Member Orientation

- New Nominating Committee members of the upcoming term begin orienting themselves with the policies and procedures of the Nominating Committee on Friday of the Annual Meeting, prior to the official beginning of their term of service. For example, a member beginning service in January of 2020, will join in the deliberation (as a non-voting member) of the committee in November 2019. Open positions are reviewed and nominations are put forth at this meeting.
  - Renewal declines are also presented at this time, and added to the deliberation on open positions.
- Nominating Committee Chair presents the current year's Nominating Committee report at the Annual Business Meeting on Sunday of the Annual Meeting. Members of the society vote on the Vice-President and Council nominations, and receive a report of all other votes made by Council, the Research and Publications Committee, and the Program Committees.

January – February: First review

- In early January, the Executive Director and NC Chair discuss any issues of diversity, balance, and additional directives to be considered in preparation for committee's February conference call.
- In mid-January, SBL staff prepare the volunteer history of nominations put forth at the Annual Meeting.

- In mid-February, Nominating Committee members participate in a conference call to discuss candidates and select nominees for open Council and committee positions.

March: First contact

- The Nominating Committee Chair initiates contact to Council and committee candidates to determine candidates' willingness to serve. At this time, the VP candidate is not yet contacted.
- In case of decline, Nominating Committee discusses possible candidate alternatives via conference call or email exchange.

April: Council Meeting

- The slate of candidates put forth by the Nominating Committee is discussed by Council and voted upon.

May: Second Contact

- Following Council's approval, Candidates receive formal invitation to serve from the Nominating Committee Chair. Candidate/s approved to serve as Vice President and on Council are also contacted and notified that their names will be brought to member vote for approval by the Society at the Annual Business Meeting of the Annual Meeting.

June: Outstanding nomination matters and assignments are addressed and resolved.

August – September: Call for Nominations

- The annual call for nominations is dispatched to members via two monthly newsletters, inviting nominations from the general membership.
- The call for nominations is also updated on SBL website and social media platforms as utilized.

September – Staff and committee nominations

- Committee chairs and staff liaisons are invited by the Executive Director to submit names to the Nominating Committee for consideration.

October – Final nominations approved

- A final list of nominations, unable to be voted on at the spring Council meeting, is presented and voted on at the fall Council Meeting.
- NC Committee Chair contacts committee chairs regarding feedback on members approaching renewal.
- Following contact with committee chairs, NC Committee Chair contacts members approaching renewal regarding confirmation of renewal consent.
- NC Committee Chair reminds committee of volunteers up for renewal, and provides comprehensive list of open positions for consideration at NC Committee meeting in November.