

Canadian Yearly Meeting Nominating Committee

Clerk: Charlotte Burch 197 Maplewood Avenue Winnipeg, MB R3L 1A3
cell phone: 204-430-2131 e-mail: nominating-clerk@quaker.ca

To: Monthly Meetings, Worship Groups and Standing Committees of Canadian Yearly Meeting (CYM)

Re: Call for nominations to CYM for CYM standing committees, individual positions, and representation to Outside Bodies

Monthly Meeting Clerks:

*Please forward this package immediately to your Monthly Meeting Nominating Committee. Nominations and renominations from the Monthly Meeting should be minuted at a Meeting for Worship for Business, and a Nomination Form should be completed for each nominee not already serving. Forward the minute and Nomination Forms to CYM Nominating Committee (Charlotte Burch) by **April 23, 2021**. If a nominee is an attender (i.e. not a formal member), an explanation of the exceptional circumstances should be minuted by the Monthly Meeting and should accompany the Nomination Form.*

Standing Committee Clerks:

*Please consult with your committee regarding renominations and recommendations for new members. Send these names to Monthly Meetings at least by **March 15, 2021** to ensure Monthly Meetings have time to consider the names, and ensure nomination forms are filled out. The Monthly Meeting clerk then forwards the Nomination forms and minutes of support from the Monthly Meeting to CYM nominating committee clerk, Charlotte Burch by **April 23, 2021**.*

January 2021

Dear Friends,

2020 has been a difficult year in many respects, but there have been many uplifting times as well. As a Yearly Meeting we have adapted to a new way of being together and of conducting our Business. However, not being able to sit together to chat or discuss issues of importance takes a toll on our sense of community. This is also a concern for the CYM Nominating Committee as we seek nominations from within our community to fill the roles that allow CYM to do our work.

Each year Canadian Yearly Meeting names people from across the country to serve on standing committees and in individual positions in the Yearly Meeting. We ask these people to carry out, on our behalf, the work of the Society, and to provide support to those Friends working in social justice, ecumenism, and wider Quaker and world affairs.

We ask that Monthly Meetings and Standing Committees to discern and forward names to CYM Nominating Committee as we discern a slate of names to bring to CYM or Representative Meeting for approval. Recommendations of Monthly Meetings and Standing Committees are crucial to the work of CYM Nominating Committee, to ensure that the work is shared among all meetings according to the abilities and interests of members.

Included in this package is a *List of Vacancies* to be filled, with terms to begin in mid August 2021. Please publicize these vacancies within your Meetings and Committees, so that those well suited to the positions can be identified and asked to serve, and so that those with a desire to serve the Yearly Meeting may know what opportunities are available and can offer to serve. Please include isolated Friends and Young Friends in your Meeting, for whom committee work may provide opportunities for greater connection with Friends.

For those already serving on a committee we have included a list of *Friends Currently Serving CYM Who Are Eligible for Renomination* to a second three year term. This applies to those who are finishing three years on the committee. Please note that *nomination to a second term is not automatic. Please notify Nominating Committee whether the friend is being renominated or ending their service.*

Also included in this package is a ***Nomination Form*** for nominees not currently serving on a committee. This provides us with important information on a nominee's background, talents and interests which helps us to determine suitability for a given committee.

All names received by CYM Nominating Committee will be considered, but may not be recommended to CYM for approval. Sometimes more names are received than there are positions open on a given committee. Sometimes there is a need to balance age, gender, or regional representation, and sometimes other considerations come into play. Whenever possible, Friends nominated but not recommended to the committee of their choice will be offered other opportunities to serve.

Before the beginning of July, Monthly Meetings Clerks will be informed about which Friends from their Meeting are being recommended to Yearly Meeting for approval. Monthly Meeting Clerks will be responsible to ensure that these Friends have been informed prior to Yearly Meeting. Friends will be informed of their final status after approval at Yearly Meeting, usually by the committee clerk.

The due date to receive nominations from Monthly Meetings and Committees is ***April 23, 2021***. It is important that we receive all nominations by this date so that all names can be considered at our meeting in early May. Names received after this meeting may miss opportunities if positions have already been filled.

Monthly Meeting minutes and the accompanying nomination forms can be sent to **Charlotte Burch** by email or surface mail. Also, **if your Meeting has no nominations, please let Charlotte know at:**

Charlotte Burch 197 Maplewood Avenue, Winnipeg, MB, R3L 1A3
nominating-clerk@quaker.ca or phone 204-430-2131

Please feel free to contact me or the other members of Nominating Committee: Heidi Dick (Calgary MM), Sara avMaat (Halifax MM), Pauline McKenzie (Wooler MM) if you have questions.

In Friendship,
Charlotte Burch

Clerk, Canadian Yearly Meeting Nominating Committee

Included in this package are:

- 1) Guidelines for Monthly Meetings
- 2) List of Vacancies
- 3) Friends Currently Serving CYM Who Are Eligible for Renomination
- 4) Nomination Form – also available as a separate DOC file, to be more easily filled out
- 5) CYM Nominations Timeline
- 6) Friends Serving CYM (as of January 24) – separate PDF

1) GUIDELINES FOR MONTHLY MEETINGS

Please refer to Organization and Procedure of Canadian Yearly Meeting Section 6 (<http://quaker.ca/resources/organization-and-procedure>), or to the CYM website (<http://quaker.ca/business>, under Committees) for more information about the work of all committees. Committee reports in the *Reports and Minutes of Canadian Yearly Meeting* may also be helpful.

In nominating Friends to serve in any capacity, consider:

- * The talents and availability of Friends willing to serve and how their talents may be best used.
- * Whether Friends are knowledgeable in Friends' ways and have a sense of the overall needs of Canadian Yearly Meeting.
- * The need to obtain a balance of younger, newer and seasoned Friends.

Friends who serve on Standing Committees have been appointed to be responsive to the Spirit as they find it. Our common concern is to appoint a group of Friends who are capable of performing the duties required. Representation is to aid communication across the wide geographical spread of Canadian Yearly Meeting, rather than to bind committee members to the views of their Monthly Meetings. If a Monthly Meeting wishes to forward the name of a member of another Meeting, that should be done only after consultation with the Monthly Meeting and the person involved.

Membership: Yearly Meeting 1975 (#70) minutes that nominations to Yearly Meeting committees will be of members. We are aware that as Friends we live not by rules but by the Light, and we pray that in these matters we may be guided by the Spirit. A Monthly

Meeting may name an attender in exceptional circumstances, by including a minute explaining the circumstances with the nominating form. If the recommendation is accepted by Nominating Committee, the Clerk of Nominating Committee will forward the minute with the nomination to the Meeting of Delegates at Yearly Meeting. Clerks of committees and representatives to outside bodies must be members.

Terms of service: Members of committees are normally appointed for a three-year period, so that one third of a committee is named each year, and continuity is maintained. Friends may be appointed for a second three year term. This re-appointment is not automatic but must follow a renomination process through their Monthly Meeting or committee clerk. A Friend who has served for a second three-year term will be expected to step off of the committee for at least one year before offering to serve on that committee again.

Procedure

- 1) Monthly Meeting Nominating Committee considers positions and people available for nomination and renomination. Young Friends with appropriate interests or skills may also be nominated as regular members to any committee.
- 2) New nominees (individuals not presently serving on a committee) complete the Nomination Form.
- 3) Monthly Meeting considers proposed names, and, if approved, minutes their support. If the person nominated is not a member, the Monthly Meeting provides a minute in support for that person.
- 4) The Minute(s), and the Nomination Form(s) are sent by email or surface mail to reach Charlotte Burch of CYM Nominating Committee by April 23, 2021.

2) LIST OF VACANCIES

CYM POSITIONS AVAILABLE TO BE FILLED AT CYM in Session August 2020

CYM Nominating Committee will receive and discern nominations for the following positions and will bring these names to CYM for approval.

For more detailed information on these positions please refer to Organization and Procedure of Canadian Yearly Meeting (<http://quaker.ca/resources/organization-and-procedure>), or contact the clerk of the committee. Information about other bodies to which CYM names representatives may be found on their websites.

<u>Yearly Meeting Committees/ Positions</u>	<u># positions and term</u>
CYM Clerk/Rep Meeting Clerk	1 for 4 years
RM Recording Clerk.....	1 for 3 years
Archives Committee (6)	2 for 3 years, 1 for 1 year

At this time the Archives Committee is engaged with a broader group of Friends interested in restructuring the committee and the operations of the Archives. The Archives Committee is now open to nominations of Friends from all across Canada. The Archives Committee will be tasked with providing direction and oversight for the ongoing maintenance of the archives collection. A second group of volunteers, residing in Ontario and able to access Pickering College readily, will be known as Friends of the Archives. The Friends of the Archives will provide assistance for maintaining the archives under the direction of the archivist. These Friends need not be appointed by our usual nominations process but will volunteer their help directly to Archives Committee. For more information contact Archives-clerk@quaker.ca

Camp NeeKauNis Committee (15)5 for 3 years, 1 for 2 years, 4 for 1 year

October and May Meetings at Camp NeeKauNis and February Meeting in Toronto. Committee work is ongoing and includes work at Camp as well as planning tasks throughout the year. There are many opportunities for Quaker service at Camp that do not entail Camp Committee membership. Travel is self-funded.

In advance of nomination, Meetings are encouraged to have potential nominees contact the Camp NeeKauNis Clerks (neekaunis-clerk@quaker.ca) who will forward queries to the Camp NeeKauNis Recruitment and Management Committee for a conversation about how their gifts might be of service to Camp. Also please visit <http://www.neekaunis.org/> for information about the work of Camp.

Canadian Friends Service Committee (15)..... 6 for 3 years, 1 for 2 years

CFSC has 2 streams of work - administrative and program. CFSC is currently looking to fill two of the following three administrative positions, one will be filled internally by an existing CFSC member. These positions support the work of CFSC, rather than being directly involved in that work. The three positions are **Associate Clerk, Personnel Clerk and Nominations Clerk. Depending on the position, their work may involve sitting on the Executive Committee, Personnel Committee or Finance Committee. The responsibilities may include:

- Liaising with CFSC staff, service committees and CYM
- Attending CFSC committee and board meetings
- Ensuring CFSC's compliance with employment standards
- Communicating with the Clerk of CFSC for mutual support and consultation
- Liaising with the CFSC Treasurer as needed
- Acting as a liaison with CYM Nominating Committee

** The role of Associate Clerk assumes a 6 year commitment and that the Friend serving will step into the role of Clerk after one term.

Friends and Monthly Meeting Nominating Committees are encouraged to contact the CFSC Clerk (clerk@quakerservice.ca) for a conversation about service in advance of nomination. Also please visit www.quakerservice.ca for information on CFSC's work.

Continuing Meeting of Ministry and Counsel (6)..... 2 for 3 years, 1 for 2 years
(Names submitted to CYM Nominating Committee for discernment, then submitted to CMMC or Yearly Meeting of Ministry and Council for approval):

Contributions Committee (4)..... 2 for 3 years, 1 for 2 years

Discipline Review Committee (4)..... 2 for 3 years

Education and Outreach Committee (6)..... 1 for 3 years

Epistle Summarizing Committee (3)..... 1 for 3 years

Nominating Committee (named by CYM Delegates Meeting) (4) 2 for 3 years

Nominating Committee's needs are best met if there is representation from western, central and eastern regions of Canada, preferably 2 from the central region and 1 from east and west.

Personnel Committee (6)2 for 3 years, 2 for 2 years

Personnel Policy Committee has been restructured and we will be looking for Friends with gifts, expertise (or a willingness to develop expertise) and experience in employment matters, who help to guide and support those committees who employ staff. While continuing to honour our

spiritual insights in these matters, the knowledge of employment law and best practices is important in supporting our staff.

Programme Committee (7)..... 3 for 3 years, 1 for 1 year plus
1 CYM youth coordinator.(Attendance at Yearly Meeting is essential)

Publications and Communications Committee (5) 2 for 3 years
(Oversees The Canadian Friend, the Canadian Quaker Pamphlet Series, CYM website)

Statistical Secretary:..... 1 for 3 years

Canadian Council of Churches

Governing Board: 1 for 3 years
Commission on Justice and Peace:..... 1 for 3 years
Commission on Faith and Witness:..... 1 for 3 years
Interfaith Reference Group: 1 for 3 years

KAIROS Program Circles:

Indigenous Rights..... 1 for 3 years
Ecological Justice..... 1 for 3 years
Partnerships and Rights..... 1 for 3 years

KAIROS Steering Committee..... 1 for 3 years

Liaison with the Union of Spiritual Communities of Christ

(Doukhobors):..... 1 for 3 years

Quaker Earthcare Witness:

(2 positions held for CYM at QEW, but only 1 position currently approved by CYM):
..... 1 for 3 years

Women's Inter-Church Council of Canada:..... 1 for 3 years

3) FRIENDS CURRENTLY SERVING CYM WHO ARE ELIGIBLE FOR RENOMINATION

The following is a list of Friends currently serving CYM who are eligible for renomination. The term for most CYM positions is 3 years and in some cases extends to 4 years. Friends can also reference the current list of Friends Serving CYM on quaker.ca . The following Friends may serve a second 3-year term, but reappointment is not automatic. If they are interested **please ensure that they are renominated by their monthly meeting or committee and CYM Nominating Committee is informed.**

<i>Meeting</i>	<i>Person</i>	<i>Committee or Position</i>
Annapolis Valley	Carol Bradley	Quaker Earthcare Witness
Calgary	Jackie Bonner	Program
Halifax	Sara avMaat	CFSC
Hamilton	Katherine Smith	Archives
Hamilton	Peter Cross	CFSC
Hamilton	Paul Dekar	Canadian Council of Churches
Kitchener Area	Rachel McQuail	Neekaunis
Montreal	David Millar	Kairos Program circles
NBMM	Maria Recchia	CMMand C
Ottawa	Judith Brown	RM Recording Clerk
Ottawa	Carl Steiren	E and O
Toronto	Wendee Wood	Neekaunis
Toronto	Daisy Auty	CFSC
Toronto	Rosemary Meier	Canadian Council of Churches
Vancouver	Barb Everdene	CFSC
Winnipeg	Rober Miller	Kairos Program Circles
Wooler	Pauline Mckenzie	Nominating

Yonge St.	Eve Schmitz-Hertzberg	Archives
Yonge St.	Lisa Stetler	Neekaunis
Yonge St.	Rebecca Ivanoff	Neekaunis
Yonge St.	Margaret McCaffrey	CFSC
Yonge St.	Virginia Dawson	Statistical Secretary

4) NOMINATION FORM to be filled out for every new nomination to a CYM committee or position (not required for a renomination)

Send by mail to: Charlotte Burch 197 Maplewood Avenue, Winnipeg, MB R3L 1A3 **OR** by email to nominating-clerk@quaker.ca by **April 23, 2021**

Questions? Email or call Charlotte @ 204-430-2131

PRIVACY STATEMENT, "Information on this form will be used solely for the purpose of the CYM Nominating process and will not be shared with other CYM committees."

Nomination forms of attenders must be accompanied by a minute of support from the Monthly Meeting detailing the circumstances of the nomination. (CYM O&P [2002], p. 85)

COMMITTEE OR POSITION:

NAME PROPOSED:

ADDRESS:

PHONE NUMBER(S):

EMAIL:

Is this person a member or attender?

Which meeting does this person attend?

If a member, which Meeting holds their membership?

DESCRIPTION OF THE EXPERIENCE, SKILLS, AND PERSONAL ATTRIBUTES THAT MAKE THE NOMINEE SUITABLE FOR THE POSITION:

Please sign or initial:

The nominee has affirmed the above statement _____

The Monthly Meeting Clerk has affirmed the above statement _____

DATE:

5) CYM NOMINATIONS TIMELINE for 2020

Late December 2020/ early January 2021: A nominations package is posted on the CYM website and sent by email (or surface mail if requested) to all Monthly Meetings and Standing Committees of CYM. This package provides a nomination form, guidelines, and a list of positions to be filled.

January - April: Monthly Meetings and CYM committees, gather names of those able to serve the Yearly Meeting, and forward the information to the Clerk of CYM Nominating Committee by **April 23. If a Monthly Meeting has no nominations they are also asked to inform Nominating Committee by this date.**

May: Nominating Committee meets to review and collate the names received, and to discern an initial slate of names. **If there are still a large number of vacancies after this meeting, a second mailing may be sent to Monthly Meetings.**

May - August: Nominating Committee confers by phone and email, continues to seek names to fill vacancies, and produces a slate of names to bring to Canadian Yearly Meeting. This is shared with Monthly Meetings and Committee Clerks by early July to communicate to nominees prior to CYM that their names will or will not go forward.

August 2021: CYM Nominating Committee presents their report to Delegates Meeting at CYM in session early in the meeting for review. If openings remain, they continue to seek names to fill vacancies, ensuring that names meet with the approval of MM Delegates. The final list is then presented to CYM as a whole for final approval towards the end of the session. Soon after CYM, committee clerks receive the final list of committee members, who they are asked to contact early in the Fall.

February: Any nominations for vacancies received after CYM may be approved at the next Representative Meeting.

More information about the nominating process can be found in CYM Organization & Procedure and the Guidelines for Nominating Process of Canadian Yearly Meeting, which is available from the Clerk of your Monthly Meeting or the Clerk of CYM Nominating Committee.