

Canadian Yearly Meeting Nominating Committee

Clerk: Charlotte Burch: 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. Complete the digital Nomination Form at quaker.ca/nominating/nominations-form/ for each nomination. When submitted the form will immediately be sent to CYM Nominating Committee, the nominee and the person submitting the form. 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 included on the Nomination Form. Please submit Nomination Forms by **May 6, 2022**. For renominations, please send a minute of support to nominating-clerk@quaker.ca by **May 6, 2022**. If your Meeting has no new nominations, please let Charlotte know at nominating-clerk@quaker.ca*

Standing Committee Clerks:

*Please consult with your committee regarding renominations and recommendations for new members. Send these names to Monthly Meetings by at least **April 1, 2022** to ensure Monthly Meetings have time to consider the names, and ensure nomination forms are filled out and submitted by **May 6, 2022**.*

January 2022

Dear Friends,

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 our Yearly Meeting, and to provide support to those Friends working in social justice, ecumenism, and wider world issues.

This year Nominating Committee is introducing a **new digital Nomination Form**. The link for the Nomination form is quaker.ca/nominating/nominations-form/ Many thanks to Tim Kitz for creating and helping us implement this new form. Nominating Committee believes that this form will simplify the nomination process as all important information about the nominee and the Minute of Support will be included in one form which can be filled out online and submitted with one click. When the form is submitted, a copy is sent to CYM Nominating Committee, the nominee and the person filling out the form.

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 2022. 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 and the opportunity to learn new skills.

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.***

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.

After approval of nominations at Yearly Meeting, the Nominating Committee will notify committee clerks and approved nominees of the final status.

The due date to receive nominations from Monthly Meetings and Committees is **May 6, 2022**. It is important that we receive all nominations by this date so that all names can be considered at our meeting in May. Names received after this meeting may miss opportunities if positions have already been filled. Also, **if your Meeting has no nominations, please let Charlotte know** at: nominating-clerk@quaker.ca or phone 204-430-2131.

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

With appreciation and 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 link](#)
- 5) [Link for current Friends Serving List](#)

1) GUIDELINES FOR MONTHLY MEETINGS

Please refer to Organization and Procedure of Canadian Yearly Meeting Section 6 quaker.ca/cympublications/organization-and-procedure and to the Nominating page of the CYM website quaker.ca/nominating for more information about the work of all committees and bodies. Committee reports in the *Reports and Minutes of Canadian Yearly Meeting* may also be helpful (quaker.ca/business/cym-minutes).

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 on 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. In exceptional circumstances a Friend who has served a second three-year term may be asked/permitted to serve an additional year.

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) Monthly Meeting considers proposed names, and, if approved, minutes their support. If the person nominated is not a member, the Monthly Meeting provides an explanatory minute in support for that person. Minutes of support for new nominees are included on the nomination form. Minutes of support for renomination are sent to nominating-clerk@quaker.ca

3) The Nomination Form(s) are submitted by completing the digital Nomination Form at quaker.ca/nominating/nominations-form/ by **May 6, 2021**.

2) LIST OF VACANCIES

CYM POSITIONS AVAILABLE TO BE FILLED AT CYM in Session August 2022

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 (quaker.ca/resources/organization-and-procedure), or the Nominating page on the CYM website quaker.ca/nominating 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>
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Representative Meeting Co-Recording Clerk.....	1 for 3 years
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Archives Committee (6)	1 for 3 years
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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 1 year
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Full-day October and May Meetings at Camp NeeKauNis and February Meeting in Toronto. During the pandemic, online meetings have been more frequent (about every six weeks) and shorter in duration (two hours). Committee work is ongoing and includes planning and administrative tasks throughout the year which do not require presence at Camp, and also work on the Camp premises. Many service opportunities (e.g. directing camp programs, serving as an associate on Camp Committees) do not require 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 www.neekaunis.org for information about the work of camp

Canadian Friends Service Committee (15)..... 7 for 3 years, 1 for 1 year
CFSC has 2 streams of work – administrative and program. The administrative stream is seeking a Recording Clerk, an Associate Clerk, and a Member at Large. 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. The program committees are seeking a member for the peace committee and a member for the justice committee.

There are two weekend meetings per year, one in the fall and one in the spring. Monthly Meetings are encouraged to have potential nominees 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.

Contributions Committee (4)..... 1 for 3 years
contributions-clerk@quaker.ca

Discipline Review Committee (4)..... 2 for 3 years, 1 for 2 years
discipline-review-clerk@quaker.ca

Education and Outreach Committee (6)..... 2 for 3 years, 1 for 1 year
e-and-o-clerk@quaker.ca

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

Finance Committee (5) 2 for 3 years
finance-clerk@quaker.ca

Nominating Committee (named by CYM Delegates Meeting) (4) 1 for 3 years
nominating-clerk@quaker.ca

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. This year we hope to find a Friend from the west to serve.

Personnel Committee (6) 2 for 3 years, 1 for 2 years, 2 for 1 year

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. cym-personnel3@quaker.ca

Programme Committee (7) 2 for 3 years, plus 1 CYM youth coordinator for 3 years

program-clerk@quaker.ca (Attendance at Yearly Meeting is essential)

Publications and Communications Committee (5) 1 for 3 years
pubcom-clerk@quaker.ca (Oversees *The Canadian Friend*, the Canadian Quaker Pamphlet Series, CYM website)

Other Groups Within CYM

Elders with a Concern for Chaplaincy 1 for 3 years

Continuing Meeting of Ministry and Counsel (6)..... 3 for 3 years
ministryandcounsel-clerk@quaker.ca (Names submitted to CYM Nominating Committee for discernment, then submitted to CMMC or Yearly Meeting of Ministry and Council for approval)

Trustees 1 for 5 years

CYM Trustees have responsibilities for oversight in three main areas of the Yearly Meeting:

- Stewardship of CYM’s financial assets and property;
- Personnel policy and implementation;
- Risk assessment and mitigation

Many of the associated tasks are delegated to other committees which report to the Trustees with updates and recommendations. Trustees hold a regularly scheduled meeting in the spring; additional meetings are at the call of the Clerk, as needed. The spring meeting has traditionally been in Toronto. Currently, all meetings are on Zoom.

As a result of the revision of section 6.6 (Trustees) in Organization and Procedure (now in progress) Trustees are appointed for five-year terms, which are renewable.

Friends considering nomination may have served on a CYM committee, have broad knowledge of Canadian Yearly Meeting, and/or have experience as a trustee at a Monthly Meeting or in a governance position with another organization.

Representatives to Other Bodies

Canadian Council of Churches

Monthly Meetings are invited to nominate members to the following Bodies of the Canadian Council of Churches for a three-year Triennium to be approved and appointed by Canadian Yearly Meeting.

Travel subsidies for the Canadian Council of Churches are available, from time to time, for smaller churches (such as Canadian Yearly Meeting) to help with expenses related to participation in the occasional face-to-face meeting. Youth members (aged 18–30 at time of nomination) are invited to serve on the Governing Board; the costs of their participation are borne by the Council. For more information about the associated bodies of the Council, see: www.councilofchurches.ca/about-us/a-map-of-the-ccc/

Commission on Justice and Peace:..... 1 for 3 years The Commission typically meets by video conference with at least one face-to-face meeting a year.

Commission on Faith and Witness:..... 1 for 3 years The Commission typically meets twice a year in the Spring and Fall. In this season they have been meeting virtually.

Forum for Intercultural Leadership and Learning Reference Group.... 1 for 3 years This group has representatives from across Canada and typically meets by video conference call with the occasional face-to-face meeting.

Friends General Conference 2 for 3 years
(3 positions held for CYM at FGC, but only 2 position currently approved by CYM, preferable to have one Young Friend)
Travel funding is limited to one FGC Meeting per year for one of the 2 representatives.
Serving on FGC is a good educational experience and could be of particular interest to a Friend interested in anti-racism work. FGC holds virtual/in-person (“hybrid”) meetings. Since virtual attendance is possible FGC does not insist on in-person attendance, but all representatives attend the annual Central Committee meeting. The Executive Committee meets three times a year with mixed virtual/in person attendance.

Friends World Committee for Consultation - Section of the Americas ..1 for 3 years

Person named at CYM begins service the following January for a calendar year.
(4 positions held for CYM at FWCC, but only 2 positions currently approved by CYM)

KAIROS

Rights and Partnerships..... 1 for 3 years

Duties of rep – KAIROS Rights and Partnership
R&P normally has two half-day meetings a year, these days on zoom. You are asked to fill out a time-sheet provided by KAIROS for charitable accounting, it's very simple.
Main responsibilities of the Committee are to hear reports from KAIROS staff about international partners, and sometimes to meet them; in the past several toured Canada; and of course to inform Canadian Friends as need arises; in the case of tours, it would be appropriate to use the CYM Facebook page (and in advance: tell CYM Clerk, MM in your region, Canadian Friend.)
For the range of R&P activities, visit www.kairoscanada.org and click on "programs" to see them one by one.
Please visit www.kairoscanada.org/what-we-do/areas-of-focus for more information.

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>
Edmonton	Katherine Carmichael	CYM Recording Clerk
Edmonton	Holly Turner	Personnel Committee
Cowichan Valley	Lana Robinson	CFSC
Cowichan Valley	Steve Abbott	Camp Neekaunis
Cowichan Valley	Jocelyn Wood	Education and Outreach
Hamilton	Chris Hitchcock	Program Committee
Kitchener Area	Fran McQuail	Finance
New Brunswick	Vince Zelazny	CFSC
Ottawa	Isabelle Yinling	Camp NeeKauNis
Ottawa	John Dixon	Finance
Ottawa	Rachel Urban Shipley	Pub Comm
Vancouver	James Turner	Archives
Yonge Street	Norm Smith	Discipline Review
Yonge Street	Peter Chapman	Personnel Committee
Yonge Street	Sheldon Clark	Elders with a Concern for Chaplaincy

4) NOMINATION FORM

This is to be filled out for every new nomination to a CYM committee or position (not required for a renomination) The Nomination Form is here: quaker.ca/nominating/nominations-form

5) Friends Serving CYM

The [current list](#) is available on quaker.ca on the password-protected side of the site under Business. Registration is required to obtain a password to enter the Business page.