Imagine Productions of Columbus

Current Board Election Process

The annual meeting should be a gathering of all Imagine family and election business will no longer be part of it. With the proper preparation, elections can be held outside of the meeting and provide a clean, fair and professional process that reflects well on Imagine and the people involved.

1. To achieve a 60-day transition period, elections should be resolved by June 1, annually
2. Executive Director shall submit for approval an online election site with which annual board elections shall be held.
3. Annually, during March Board Meeting, a statement from the board will be drafted and given to staff to communicate through appropriate channels. Statement will consist of a *Call for Candidates* and a *Note to Eligible Voters.*
   1. *Call for Candidates* can be communicated through social media, newsletters, and shared directly by board and staff to those they believe qualified to run for the board.
      1. Social media posts will be targeted at the direction of the board
      2. Newsletters regarding the *Call for Candidates* and *Note to Eligible Voters* will be sent to all active members within 3 days of meeting.
      3. Document with *Call* and *Note* will be put in pdf form on website
   2. The *Call for Candidates* will include
      1. Any specific qualifications the board is seeking
      2. Provide information about time and additional commitments should they be elected
      3. Due date of candidate submission (to precede date of April Board Meeting)
      4. Election process timeline and dates
      5. Candidate submissions will be made via email to the Executive Director
   3. The *Note to Eligible Voters* will explain why they should participate in the election process.
4. During April Board Meeting, Executive Director will provide the board the following for board review and approval:
   1. Full list of candidates that have submitted interest by the due date.
   2. Information for candidates about how to campaign
   3. Plan for introduction of all candidates to eligible voters
5. May 1 – Candidates will be introduced to eligible voters by newsletter.
6. Online elections will be open for voting for a period of two weeks (last two weeks in May).
   1. Each eligible voter will be provided instructions on voting and access code prior to open voting period.
   2. New members, coming eligible to vote during the open voting period shall be provided instructions and access code up to 24 hours prior to close of voting period.
   3. Board members, staff and candidates are encouraged to recruit members to join Imagine and participate in elections.
   4. Election results will be shared with entire board and staff automatically by election site at close of voting period.
7. President of Board will personally communicate with each candidate by phone or in person to inform them of election results prior to any official announcement.
   1. President will ensure acceptance of position for winning candidates before informing those with fewer votes.

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Proposed Board Nominating Procedure

The board nominating process shall be an exclusive, closed, appointment process, conducted between the existing board and staff members of Imagine Productions of Columbus.

**Proposed Changes:**

* Elimination of the Board election process in its entirety within the bylaws.
* Elimination of our Imagine Membership program and membership voting rights within the bylaws.
* Elimination of board membership term limits within the bylaws.
* Enactment of Imagine Donor Membership without voting rights.
* Enactment of the board nominating procedure as a closed exclusive appointment process handled internally and voted on by the existing board and staff of Imagine Productions.
* Both existing board and staff members can submit nomination for board member positions.
* Imagine Productions Executive Board now votes board members in to office.

**Resignation / Termination of a board member position:**

* A resignation as a member of the Executive Board must be in writing, and shall be delivered to the president, who shall present it to the Executive Board for action.
* Any board member who has three or more unexcused absences for board meetings during the course of a year may be removed from the board by a majority of the remaining members.
* A board member may be removed from office for other reasons by a 2/3 vote of the remaining board members.

**Board Member Nomination process:**

* Upon written notice of a board chair vacancy, a seven (7) day nominating window shall be opened for existing board and staff members to nominate individuals for consideration.
* All nominations shall be made in writing and presented to the Board President By the 7th day of the nominating window.
* Submission to the Board President should already be vetted for nominee’s interest level.
* Nomination consideration will end promptly at midnight of the 7th day of the nomination process.

**Candidate Questionnaire Process:**

* The board president will e-mail a candidate questionnaire (Link) to the board candidate.
* The Board Candidate will have 5 days to submit their Questionnaire for board review.
* Submissions received after the deadline will not be accepted and the individual will be removed from consideration.
* The Candidate Questionnaire will be sent to the board for review. The candidates will be narrowed down to the top 3 candidates.

**Candidate Interview Process:**

* The interviewing committee shall consist of at least the Board President or Board Vice President and one existing members of the board and one staff member.

**Candidate Voting Process:**

* The Interview committee will meet in executive session with the remaining board members to discuss the candidates.
* After consideration, a call to vote will be enacted by the executive board and a new board member selected.

Imagine Productions

Board Candidate Questionnaire

As a board we can come up with 3 questions and request a professional resume from the candidate. I would like to set this process up via survey monkey or something along those lines.