

ARTICLE 3. PRE-SESSION PROCEDURES

3.1 **Pre-Session Committee.** The pre-session committee shall consist of one (1) delegate member for each church as specified in Section 2.2 of these bylaws. The pre-session committee, chaired by the president of the Pacific Union Conference or his/her appointee, **shall elect the nominating committee.** The pre-session committee shall complete its work not later than eight (8) weeks prior to the session and the secretary shall deliver (as provided in Section 12.19) the minutes of its meeting to all delegates within ten (10) days of such completion. The pre-session committee shall be discharged upon the adjournment of the regular session.

3.2 **Nominating Committee.** The nominating committee shall commence its work not later than six (6) weeks, and complete its work not later than two (2) weeks prior to the session, at which time it shall report to the secretary. The nominating committee shall be discharged upon the adjournment of the regular session.

3.2.1 **Composition.** The nominating committee shall consist of twenty-one (21) members, including the president of the Pacific Union Conference or his/her appointee, who shall chair this committee. The membership of this committee shall, **as nearly as possible, proportionately represent the membership of this conference, properly recognizing gender, ethnic and geographical backgrounds.** No more than twenty-five percent (25%) of those who were members of the preceding nominating committee may serve on this committee. Incumbent officers, departmental directors, associate directors and assistant directors shall not be members of this committee. No more than twenty-five percent (25%) of the members of the nominating committee may serve on the executive committee; conversely, no more than twenty-five percent (25%) of the non-administrative members of the executive committee may serve on the nominating committee. At the pre-session, representatives from each region shall make an initial proportionate allocation of the nominating committee members from such region. Regions shall coordinate their final allocations with the entire pre-session committee, with the entire pre-session committee making a final determination of the composition and membership of the nominating committee.

3.2.2 **Nominations.** The nominating committee shall nominate the executive officers, the superintendent of schools, the bylaws committee, and the executive committee. Only the nominations of the nominating committee shall be recognized by the chair for a vote by the delegates.

3.2.3 **Procedures.** During its deliberations, the nominating committee shall adhere to the following procedures:

- a) Prior to any nomination, the members of this committee shall be provided with a written position description and the qualifications for all positions to be filled. The list of positions to be filled and the job descriptions must have been approved by the executive committee.
- b) Adequate time shall be given this committee to receive information on the qualifications of the nominees. The committee may receive suggestions, comments and other testimony from delegates who may wish to appear before the committee. During all of its deliberations, the nominating committee proceedings shall be closed. However, the nominating committee may invite the president and other knowledgeable and interested persons to be present during its deliberations.
- c) The members of the nominating committee and other persons who may be present during its deliberations shall endeavor to preserve the confidentiality of all matters discussed by this committee and shall take the necessary precautions to protect the privacy of individuals who become subjects of their deliberations.

3.2.4 **Report.** Upon completion of its deliberations, the nominating committee shall issue a report of its nominations to the secretary who shall distribute a copy to all delegates within two (2) business days following receipt. This report shall include the time and place of a special meeting of the nominating committee, which shall occur not less than seven (7) days prior to the session. At this meeting delegates may appear to present comments to the report for the nominating committee's further consideration. If the nominating committee shall elect to make any changes to its report prior to formal presentation at the session, any changes, together with the reason(s) for such change(s), shall be reported to the delegates.