

## **Nomination Committee Policy**

### **1. Purpose**

The purpose of this Policy is to establish a fair, transparent, orderly, and spiritually grounded process for the appointment and operation of the Nomination Committee of Northstar Church. The Nomination Committee exists to prayerfully identify, assess, and recommend qualified individuals for elected or appointed leadership positions within Northstar Church in accordance with its governing documents, doctrinal standards, and mission.

Northstar Church recognizes that leadership selection is both an administrative and spiritual responsibility requiring integrity, impartiality, confidentiality, and accountability to the membership.

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### **2. Definitions**

For the purposes of this Policy, the following definitions apply unless the context otherwise requires:

#### **2.1 “Board of Elders”**

“Board of Elders” means the duly elected elders currently serving Northstar Church in accordance with the Church’s governing documents, and it also includes the Lead Pastor, who by virtue of their office, is a member of the Board of Elders.

#### **2.2 “Lead Pastor”**

“Lead Pastor” means the individual formally recognized by Northstar Church as the primary pastoral leader of the congregation, including any interim or acting Lead Pastor appointed in accordance with Northstar Church’s governing documents.

#### **2.3 “Member in Good Standing”**

“Member in Good Standing” means a member who satisfies the requirements of membership established by Northstar Church’s governing documents and who is not under suspension, discipline, or restriction of membership privileges.

#### **2.4 “Doctrinally Sound”**

“Doctrinally Sound” means substantially aligned with and supportive of Northstar Church’s Statement of Faith, core doctrinal positions, and biblical teachings as formally adopted by Northstar Church.

*Note: Northstar Church may further refine or supplement this definition through additional policies, doctrinal statements, leadership standards, or interpretive guidance as deemed appropriate.*

#### **2.5 “General Meeting”**

“General Meeting” means a duly called meeting of the membership of Northstar Church, including annual general meetings and any general meetings authorized under Northstar Church’s governing documents.

#### **2.6 “Business Day”**

“Business Day” means any day other than a Saturday, Sunday, or statutory holiday observed in the Province of British Columbia.

## **2.7 “Leadership Position”**

“Leadership Position” means any elected or appointed office, ministry oversight role, elder board position, committee position, or other role designated by Northstar Church as requiring formal nomination, approval, or appointment.

## **2.8 “Eldership Position”**

“Eldership Position” means an elected leadership office or position intended to serve on the Board of Elders in accordance with Northstar Church’s governing documents, bylaws, doctrinal requirements, and applicable policies. For greater clarity, an individual nominated for, considered for, or seeking election to an Eldership Position does not become a member of the Board of Elders unless and until duly elected, affirmed, or otherwise authorized in accordance with Northstar Church’s governing documents and applicable governance processes.

## **2.9 “Consensus”**

“Consensus” means substantial agreement among members of the applicable body, even where unanimous agreement is not achieved.

## **2.10 “Disqualified” or “Disqualification”**

“Disqualified” or “Disqualification” means a determination that an individual does not satisfy the applicable biblical, doctrinal, ethical, governance, conduct, or eligibility requirements for a position under Northstar Church’s governing documents or policies.

## **2.11 “Immediate Family Member”**

“Immediate Family Member” means a spouse, parent, child, sibling, grandparent, grandchild, parent-in-law, child-in-law, sibling-in-law, step-parent, step-child, step-sibling, legal guardian, dependent, or any individual residing within the same household relationship reasonably giving rise to an actual, perceived, or potential conflict of interest, lack of independence, or governance concern.

## **2.12 “Staff Member”**

“Staff Member” means any individual employed or retained by Northstar Church in a paid ministry, pastoral, administrative, operational, or support role, whether full-time, part-time, temporary, contractual, or otherwise compensated.

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## **3. Guiding Principles**

The Nomination Committee shall operate in a manner that is:

- Consistent with Northstar Church’s doctrinal beliefs and governing documents;
  - Prayerful, impartial, and respectful;
  - Transparent in process while maintaining appropriate confidentiality;
  - Focused on the spiritual maturity, qualifications, and willingness of nominees; and
  - Conducted in good faith and in the best interests of Northstar Church.
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## **4. Composition of the Nomination Committee**

### **4.1 Composition**

The Nomination Committee shall consist of seven (7) individuals, comprised of:

- Five (5) members elected by the membership at a duly called General Meeting;
- One (1) Elder, designated by the Board of Elders, who shall serve as a non-voting member of the Committee; and
- The Lead Pastor, who shall serve as a non-voting *ex officio* member of the Committee by virtue of holding the office of Lead Pastor. For greater clarity, the Lead Pastor's attendance and participation at Committee meetings shall remain subject to the operational demands, scheduling availability, pastoral responsibilities, and discretion of the Lead Pastor and shall not be mandatory at every Committee meeting unless otherwise reasonably required.

### **4.2 Qualifications**

Members of the Nomination Committee must:

- Be members in good standing of Northstar Church;
- Be doctrinally sound and supportive of Northstar Church's statement of faith, mission, and values;
- Demonstrate spiritual maturity, integrity, wisdom, discretion, and impartiality; and
- Not be subject to active disciplinary measures within Northstar Church.

### **4.3 Election of Committee Members**

The five (5) elected members of the Nomination Committee shall be elected at a duly called General Meeting by the voting membership in accordance with Northstar Church's governing documents and procedures.

### **4.4 Leadership of the Nomination Committee**

Following election or appointment of the Nomination Committee members, the Committee shall organize itself and elect from among its voting members:

- A Chair;
- A Vice-Chair; and
- A Secretary.

The Chair shall assist in facilitating meetings, coordinating timelines, organizing Committee responsibilities, and assisting with orderly administration of the nomination process.

The Vice-Chair shall assist the Chair and may fulfill the responsibilities of the Chair where the Chair is absent, unavailable, recused, or otherwise unable to act.

The Secretary shall assist with maintaining reasonably orderly records, coordinating meeting notices, maintaining minutes, and assisting with preparation of reports, recommendations, and nomination materials connected to the work of the Committee.

The Committee may reassign or redesignate these leadership roles within themselves from time to time where reasonably necessary for the orderly functioning of the Committee.

#### **4.5 Diversity of Perspective**

Northstar Church shall endeavor, where reasonably possible, to appoint individuals to the Nomination Committee who collectively reflect spiritual discernment, sound judgment, organizational awareness, and diversity of perspective within the congregation.

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### **5. Nomination Process for Committee Membership**

#### **5.1 Submission of Names**

No more than ninety (90) days prior to the applicable General Meeting, members who are willing and able to serve on the Nomination Committee may submit their names to the designated Nomination Committee contact email for consideration.

The designated contact email shall be reasonably publicized and made accessible to the membership by the Board of Elders and Lead Pastor, including, where reasonably practicable, publication within church announcements, announcement slides, or other regularly utilized organizational communication methods in order to promote transparency, accessibility, and member awareness regarding the nomination process.

#### **5.2 Review of Eligibility**

The Nomination Committee will receive those submitted names and:

- Confirm willingness and eligibility of interested individuals;
- Verify that proposed individuals meet the qualifications set out in this Policy and any governing documents; and
- Facilitate the preparation of a proposed slate of candidates for consideration by the membership.

#### **5.3 Formalization of Nomination Committee Candidates**

Following review of eligibility, the Chair of the Nomination Committee shall formalize and present to the Board of Elders the list of qualifying and willing individuals eligible to stand for election to the Nomination Committee at the General Meeting.

The Board of Elders may review the proposed list for procedural compliance, eligibility concerns, or matters relating to doctrinal qualification and organizational governance.

The finalized list of candidates for the Nomination Committee shall be presented by the Chair to the Board of Elders no later than thirty (30) days prior to the General Meeting.

Election of Nomination Committee members shall be conducted by ballot vote unless otherwise required by Northstar Church's governing documents or applicable procedural rules.

#### **5.4 Additional Nominations**

Nothing in this Policy prevents additional nominations from the floor at a duly called General Meeting where permitted under Northstar Church's bylaws or applicable procedural rules, particularly where following the nomination process established under this Policy results in an insufficient number of candidates or members available to fill the applicable vacancies.

However, any individual nominated from the floor must still satisfy all the applicable qualifications, eligibility requirements, doctrinal standards, and other requirements associated with the position being considered.

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## **6. Duties, Responsibilities, and Nomination Process**

The Nomination Committee shall oversee and administer the nomination review process for eldership and other leadership positions within Northstar Church in accordance with Northstar Church's bylaws, doctrinal standards, and this Policy.

### **6.1 Establishment of General Meeting Timeline**

Once the date of the applicable General Meeting has been established, the nomination process timeline shall commence.

### **6.2 Membership Cut-Off Date for Leadership Eligibility**

A cut-off date for membership applications eligible for consideration for leadership positions at the applicable General Meeting shall be established.

The cut-off date:

- Shall be no less than sixty (60) days prior to the General Meeting; and
- Shall not exceed seventy-five (75) days prior to the General Meeting.

The purpose of the cut-off date is to allow sufficient time for the Nomination Committee and the Board of Elders to properly review and assess individuals who may qualify for leadership positions, including eldership roles.

Individuals whose membership applications are not approved by the established cut-off date shall not be eligible for consideration for elected leadership positions at that General Meeting unless otherwise permitted under Northstar Church's governing documents.

Nothing in this section shall otherwise limit or restrict general membership voting rights except where specifically addressed by Northstar Church's bylaws or applicable policies.

Northstar Church recognizes the importance of processing membership applications in a timely manner prior to the leadership eligibility cut-off date. The Board of Elders and any individuals responsible for reviewing membership applications shall make reasonable efforts to review and address membership applications promptly and shall avoid unnecessary delay so that eligible individuals may reasonably be considered for leadership positions in accordance with the timelines established under this Policy.

The intent of the timelines established in this section is to balance the desire for as fulsome a membership roll as reasonably possible to be considered by the Nomination Committee and Board of Elders when identifying and reviewing potential leadership candidates for the applicable General Meeting, while also ensuring that sufficient time remains for proper review, discernment, interviews, and consideration of potential nominees in accordance with this Policy.

### **6.3 Distribution of Membership Roll and Identification of Positions**

On the next business day following the membership cut-off date:

- The current membership roll; and

- A list of pending membership applications

shall be provided by the Lead Pastor to:

- The Board of Elders; and
- The Nomination Committee.

The records provided shall reflect the most current membership information reasonably available at that time.

At the same time the membership roll is distributed, the Board of Elders shall also identify and communicate to the Nomination Committee:

- Which eldership positions are at the end of their term and will be vacant at the upcoming General Meeting; and
- Any additional elected or appointed leadership roles within Northstar Church requiring nomination or appointment at the General Meeting.

The eldership nomination process outlined in Sections 6.4 through 6.9 applies specifically to eldership positions.

Additional leadership or organizational roles may be subject to separate nomination, vetting, recommendation, or appointment processes as determined by Northstar Church's governing documents, policies, or direction of the Lead Pastor and elected Elders.

#### **6.4 Preliminary Review by the Nomination Committee for Eldership Positions**

For eldership positions specifically, the Nomination Committee shall review the membership roll for the purpose of identifying individuals who may meet the qualifications for eldership in accordance with:

- Northstar Church's bylaws;
- Applicable doctrinal requirements;
- Biblical qualifications adopted by Northstar Church; and
- Any additional eligibility criteria established by Northstar Church.

The Committee may prayerfully consider factors including:

- Spiritual maturity;
- Demonstrated service and leadership;
- Doctrinal soundness;
- Character and reputation; and
- Willingness and ability to serve.

The Nomination Committee shall prepare and submit a preliminary list of potentially qualified individuals for eldership consideration to the Board of Elders within seven (7) business days of receiving the membership roll.

## **6.5 Review by the Board of Elders**

The Board of Elders shall review the preliminary list submitted by the Nomination Committee.

The purpose of the review shall be to determine whether any individuals identified by the Nomination Committee may be disqualified from eldership consideration based on:

- Biblical qualifications;
- Doctrinal concerns;
- Conduct inconsistent with leadership requirements;
- Governance restrictions;
- Disciplinary matters; or
- Other concerns reasonably connected to suitability for eldership.

The Board of Elders shall return the edited list of eligible individuals to the Nomination Committee within seven (7) business days of receiving the preliminary list.

Where it is unclear whether an individual fully satisfies the qualifications or eligibility considerations for eldership, the Nomination Committee and Board of Elders should generally endeavor to give the benefit of the doubt and permit the individual to proceed to the interview stage of the nomination process.

The interview process may then assist in providing additional clarity, discernment, or information relevant to the candidate's suitability for the role.

Nothing in this section prevents the Nomination Committee or Board of Elders from making reasonable further inquiries, seeking clarification, or conducting additional review in the background where considered appropriate in accordance with this Policy and Northstar Church's governing documents

## **6.6 Contacting Eligible Individuals**

Following receipt of the edited list from the Board of Elders, the Nomination Committee may contact all qualifying individuals remaining under consideration through email or another reasonable communication method determined by the Committee.

The Nomination Committee shall:

- Provide the applicable elder role description and responsibilities;
- Explain the nomination and election process; and
- Inquire whether the individual is willing to continue through the nomination process.

Candidates shall be requested to confirm whether they are willing to proceed through the nomination process.

Individuals who decline consideration shall be removed from further consideration without prejudice.

If no response is received from an individual within ten (10) calendar days of the communication being sent, the Nomination Committee may treat the lack of response as a decision not to proceed in the nomination process and may remove the individual from further consideration without prejudice.

## **6.7 Candidate Interviews**

Individuals willing to continue through the nomination process shall be interviewed by representatives of the Nomination Committee.

Each interview shall include:

- The Lead Pastor and/or the Elder Board representative;
- At minimum, two (2) elected members of the Nomination Committee.

The purpose of the interview process shall include:

- Assessing whether the candidate is doctrinally sound;
- Confirming understanding of Northstar Church's beliefs, mission, and values;
- Assessing willingness and suitability to serve in eldership; and
- Providing opportunity for discussion, clarification, and discernment.

The interview process shall be conducted respectfully, prayerfully, fairly, and confidentially.

## **6.8 Committee Findings and Recommendations**

Following the interview process, the Nomination Committee shall prepare a summary of each interview for submission to the Board of Elders.

The summary shall include:

- Confirmation of whether the Committee believes the candidate is doctrinally sound;
- Any relevant observations arising from the interview process; and
- The Committee's recommendation regarding continued candidacy.

The goal of the Nomination Committee's findings and recommendations shall be consensus wherever reasonably possible. Where consensus cannot be achieved, a recommendation may proceed where supported by all but one member of the Committee.

## **6.9 Finalization of Candidate List**

Following completion of the review and interview process, the Nomination Committee shall formalize the final list of qualifying candidates.

The finalized candidate list shall be presented to the Board of Elders within a reasonable timeframe but no later than twenty eight (28) days prior to the General Meeting.

Unless otherwise provided by Northstar Church's governing documents, the finalized list shall constitute the official list of candidates presented to the membership for election consideration at the General Meeting.

All finalized nominees for positions to be considered at the General Meeting, including eldership, Treasurer, Nomination Committee positions, and any other applicable elected or appointed roles, shall be provided to the membership together with the notice and agenda package for the applicable General Meeting, in accordance with the timelines established by Northstar Church's governing documents, applicable policies and requirements under the *Societies Act*.

## **6.10 Treasurer Position**

Due to the fiduciary responsibility, trust, and organizational leadership responsibilities associated with the office of Treasurer, the nomination and review process for Treasurer candidates shall substantially mirror the eldership nomination process outlined in Sections 6.4 through 6.9 of this Policy unless otherwise determined by Northstar Church's governing documents.

Without limiting the generality of the foregoing, Treasurer candidates shall be subject to:

- Eligibility review by the Nomination Committee;
- Review by the Board of Elders;
- Confirmation of willingness to serve;
- Interview by representatives of the Nomination Committee;
- Assessment of doctrinal soundness, character, integrity, and suitability for leadership responsibilities;
- Review of competence, experience, judgment, and practical ability relevant to the responsibilities of the Treasurer role; and
- Recommendation and finalization procedures similar to those applicable to eldership candidates.

Northstar Church recognizes that the Treasurer position carries significant responsibilities relating to stewardship, financial oversight, confidentiality, accountability, and trust within Northstar Church and therefore warrants an elevated level of review and discernment.

In assessing Treasurer candidates, the Nomination Committee and Board of Elders should seek individuals who demonstrate both spiritual maturity and practical competence, recognizing the importance of balancing faithful stewardship, wisdom, prudence, transparency, and accountability with Northstar Church's mission, values, and faith-based principles.

At the same time, Northstar Church recognizes the importance of faithful openness to what God may desire to accomplish through the ministry and mission of Northstar Church. Accordingly, Treasurer candidates should ideally demonstrate an ability to responsibly steward organizational resources while remaining open to prayerful vision, growth opportunities, ministry initiatives, and faith-led decision-making, without approaching stewardship in an unnecessarily rigid or restrictive manner.

### **6.10.1 Term and Review of Treasurer**

The Treasurer shall be appointed for a specified term of three (3) years.

Following a minimum of ten (10) months of service and prior to the thirteen (13) month of service, the Board of Elders may conduct a review of the Treasurer's fulfillment of the role, including performance, stewardship, adherence to responsibilities, and overall suitability to continue in the position.

Following such review, the Board of Elders may:

- Affirm the continuation of the Treasurer's term;
- Provide guidance, recommendations, or accountability measures; or

- Remove the individual from the Treasurer leadership role in accordance with Northstar Church's governing documents and applicable policies.

Any such review shall be conducted in a manner consistent with Northstar Church's governing documents, applicable policies, and principles of fairness, accountability, and good faith.

An individual may serve as Treasurer for up to two (2) consecutive three-year terms for a maximum consecutive service period of six (6) years.

Following completion of the initial term, where the Treasurer is willing to continue serving, the Lead Pastor and Board of Elders have no material concerns regarding the individual's fulfillment of the role, and the Nomination Committee, despite reasonable and good faith efforts, is unable to identify another acceptable and willing candidate for the position, the Nomination Committee may permit the Treasurer's name to stand for consideration on its own and may recommend that the membership consider approving the individual for an additional three (3) year term.

Any such additional term shall remain expressly subject to nomination review and approval by vote of the membership at a duly called General Meeting. Following the first year of the additional term, the individual shall again be subject to the applicable review process contemplated under this Policy.

Following six (6) consecutive years of service as Treasurer, the individual must step away from the Treasurer position for a minimum sabbatical period of one (1) year before again becoming eligible for appointment or election to the Treasurer or any other leadership role.

During the required sabbatical period, the individual shall not serve in any elected or appointed leadership position within Northstar Church, including but not limited to eldership positions, committee leadership positions, or other formal leadership roles recognized by Northstar Church.

#### **6.11 Financial Committee Member Positions**

Financial Committee member positions are elected administrative and stewardship-based leadership roles within Northstar Church intended to support financial accountability, transparency, financial review, budgeting processes, financial reporting, stewardship oversight, and related administrative and advisory financial responsibilities in accordance with Northstar Church's governing documents and Financial Committee Policy.

For greater clarity, Financial Committee members do not possess independent governing, pastoral, doctrinal, spiritual oversight, executive, or decision-making authority within Northstar Church. The role of Financial Committee members is intended to be purely administrative, stewardship-focused, reporting, and advisory in nature.

Notwithstanding the administrative nature of the role, Financial Committee members are entrusted with significant responsibilities involving:

- Organizational stewardship;
- Financial accountability;
- Sensitive operational and financial information;
- Reporting integrity;
- Administrative oversight functions; and

- Member trust and confidence.

No individual shall be eligible to serve as a Financial Committee member where the individual:

- Is a staff member of Northstar Church;
- Is an Immediate Family Member of a staff member of Northstar Church;
- Is a member of the Board of Elders;
- Is an Immediate Family Member of a member of the Board of Elders; or
- Is an Immediate Family Member of another serving voting Financial Committee member.

For greater clarity, the intent of this provision is to promote independence, transparency, accountability, and avoidance of actual, perceived, or potential conflicts of interest within the Financial Committee structure and related stewardship processes.

Accordingly, individuals considered for Financial Committee member positions should satisfy eligibility requirements substantially similar to those applicable to Nomination Committee members, together with appropriate competency expectations relating to financial stewardship and oversight responsibilities.

Individuals considered for Financial Committee member positions should generally demonstrate:

- Be members in good standing of Northstar Church;
- Eligibility consistent with the requirements applicable to Nomination Committee members under Northstar Church's governing documents and policies;
- Demonstrated integrity, maturity, discretion, sound doctrine and judgment;
- Support the mission, values, and governing documents of Northstar Church;
- Ability to maintain confidentiality and discretion where reasonably required;
- Demonstrated ability to work cooperatively, professionally, and respectfully within committee and leadership structures;
- Commitment to acting in the best interests of Northstar Church;
- Demonstrated stewardship, responsibility, and accountability;
- Reasonable competence in financial matters, budgeting, financial reporting, financial review, stewardship oversight, or related administrative or operational functions appropriate to the responsibilities of the role;
- Reasonable organizational, administrative, governance, operational, or professional competence appropriate to the responsibilities of the role; and
- Such additional qualifications or eligibility requirements as may be established under Northstar Church's governing documents or applicable policies.

In reviewing individuals for Financial Committee positions, the Nomination Committee may additionally consider factors including:

- Administrative, accounting, bookkeeping, budgeting, audit, finance, or financial management experience;
- Reliability and consistency of participation;
- Ability to approach sensitive matters with discretion and objectivity; and
- Ability to contribute meaningfully to orderly, transparent, accountable, and financially responsible stewardship processes within Northstar Church.

Further responsibilities, operational procedures, reporting structures, governance limitations, role limitations, review processes, administrative expectations, authority restrictions, and stewardship obligations relating to Financial Committee members are more particularly set out within Northstar Church's Financial Committee Policy, which should be read together with this Policy and other financial policies where applicable.

The Nomination Committee shall endeavor to present candidates for Finance Committee positions who are reasonably capable of fulfilling the responsibilities of the role in a competent, trustworthy, financially responsible, administratively accountable, and collaborative manner consistent with the stewardship expectations of Northstar Church.

#### **6.12 Process for Other Organizational Roles**

For leadership or organizational positions other than treasurer, finance committee, or eldership roles, the Nomination Committee shall follow such nomination, recruitment, vetting, recommendation, or appointment processes as may be established by:

- Northstar Church's bylaws;
- Applicable policies;
- Resolutions of the membership;
- Direction of the Board of Elders; or
- Established organizational practice.

The Nomination Committee may:

- Seek expressions of interest;
- Solicit recommendations from members;
- Interview prospective candidates;
- Confirm willingness to serve;
- Assess qualifications relevant to the specific role; and
- Provide recommendations to the Board of Elders or membership, as applicable.

The level of doctrinal review, eligibility assessment, and interview requirements for non-eldership roles may differ from the eldership process outlined in this Policy depending on the nature and responsibilities of the position being filled.

## **6.12 Submission of Recommendations and Candidate Lists**

Unless otherwise expressly provided in this Policy or Northstar Church's governing documents, all finalized recommendations, candidate lists, proposed appointments, and nomination-related materials prepared by the Nomination Committee shall be submitted to the Board of Elders in a reasonable timeframe but no later than twenty-eight (28) days prior to the applicable General Meeting.

The intent of this section is to allow sufficient time for orderly review, preparation of meeting materials, communication with members, procedural administration, and any further steps reasonably required prior to the applicable General Meeting.

Upon receipt of finalized recommendations, candidate lists, proposed appointments, or nomination materials from the Nomination Committee, the role of the Board of Elders shall primarily be administrative and procedural in nature, including formalizing General Meeting materials, preparing agendas, organizing ballots, coordinating meeting documentation, communicating materials to members, and assisting with orderly implementation of the General Meeting process. Except where otherwise expressly provided under this Policy or Northstar Church's governing documents, submission of finalized nomination materials to the Board of Elders is not intended to constitute a further approval stage or discretionary reconsideration of finalized recommendations made through the Nomination Committee process.

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## **7. Confidentiality**

### **7.1 Confidential Information**

Members of the Nomination Committee shall maintain strict confidentiality regarding:

- Discussions of potential nominees;
- Internal deliberations;
- Personal information obtained during the nomination process; and
- Concerns or assessments discussed by the Committee.

### **7.2 Permitted Disclosure**

Confidential information shall only be disclosed where:

- Required by law;
- Authorized by Northstar Church's governing documents; or
- Necessary for the proper fulfillment of the Committee's responsibilities.

### **7.3 Conduct Expectations**

Committee members shall avoid gossip, partiality, favoritism, retaliation, or conduct that may undermine the integrity of the nomination process.

## **8. Conflict of Interest**

### **8.1 Disclosure**

Nomination Committee members shall disclose any actual, perceived, or potential conflict of interest relating to a nominee or position under consideration.

### **8.2 Recusal**

A Committee member may be required to recuse themselves from discussions or decisions where a conflict exists, including situations involving:

- Immediate or extended family members;
- Financial interests;
- Personal disputes; or
- Circumstances that may reasonably impair impartiality.

### **8.3 Determination**

The remaining Committee members shall determine appropriate steps to address any disclosed conflict.

Following truthful disclosure of an actual, perceived, or potential conflict of interest, a Committee member shall recuse themselves from the applicable discussion, review, interview, recommendation, or decision-making process where requested by the Chair or by a majority of the remaining Committee members.

Failure to truthfully disclose an actual, perceived, or potential conflict of interest may constitute grounds for removal from the Nomination Committee in accordance with this Policy and Northstar Church's governing documents.

### **8.4 Conflict of Interest and Family Relationships**

Members of the Nomination Committee shall conduct themselves in a manner intended to avoid any actual, potential, or reasonably perceived conflict of interest in the fulfillment of their responsibilities, including in relation to the nomination or consideration of candidates. Immediate family members shall not serve concurrently on the same committee.

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## **9. Meetings, Procedures, and Decision-Making**

### **9.1 Meetings**

The Nomination Committee shall meet as necessary to fulfill its responsibilities under this Policy and to ensure timely preparation for the General Meeting and related elections.

Meetings may be conducted in person, by video conferencing, or by another communication method that reasonably allows all participating members to hear, communicate, deliberate, and participate effectively in the meeting proceedings.

Meetings may include:

- Review of membership records;
- Assessment of nominee eligibility;

- Prayer and discussion regarding leadership needs;
- Preparation of nomination recommendations; and
- Coordination with the Board of Elders regarding procedural matters.

## **9.2 Quorum**

A majority of Committee members, including the Lead Pastor and or the Elder unless reasonably unavailable, shall constitute quorum.

## **9.3 Decision-Making**

The Committee shall endeavor to make decisions by consensus wherever reasonably possible.

Where consensus cannot be achieved, decisions may be determined by majority vote of Committee members present unless otherwise specifically addressed in this Policy.

## **9.4 Consultation with the Board of Elders**

The Nomination Committee may consult with the Board of Elders regarding doctrinal, constitutional, or eligibility considerations relevant to potential nominees.

The Board of Elders may provide guidance regarding biblical qualifications, governance requirements, or concerns affecting suitability for leadership positions.

In carrying out their respective responsibilities under this Policy, both the Nomination Committee and the Board of Elders shall endeavor to respect the distinct roles, responsibilities, and procedural functions assigned within this nomination process.

The Board of Elders shall seek to operate in a manner that maintains integrity, transparency, fairness, and conduct above reproach, and shall avoid unnecessary interference, overreach, or meddling beyond the scope of responsibilities assigned to it under this Policy and Northstar Church's governing documents.

Likewise, the Nomination Committee shall conduct itself in a manner that respects the spiritual oversight, governance responsibilities, and biblical leadership role of the Board of Elders, and shall avoid acting beyond the authority delegated to it under this Policy or Northstar Church's governing documents. The Nomination Committee shall endeavor to carry out its responsibilities prayerfully, impartially, transparently, and in good faith in a manner that promotes integrity, trust, unity, and confidence in both the nomination process and the broader ministry and governance of Northstar Church.

## **9.5 Procedural Integrity**

The Nomination Committee shall conduct its responsibilities in a manner that promotes:

- Fairness;
- Consistency;
- Accountability;
- Transparency of process; and
- Protection of the integrity of Organizational governance.

The Committee shall avoid arbitrary exclusion, preferential treatment, gatekeeping inconsistent with governing documents, or actions contrary to Northstar Church's bylaws or adopted procedures.

## **9.6 Reliance on Membership Records**

For the purposes of nomination review and eligibility assessment, the Nomination Committee and Board of Elders may reasonably rely upon the membership records provided following the membership cut-off date unless material errors are subsequently identified.

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## **10. Removal or Vacancy**

### **10.1 Resignation**

A member of the Nomination Committee may resign by providing notice to the Lead Pastor or the Board of Elders.

### **10.2 Removal**

A Committee member may be removed for:

- Failure to fulfill responsibilities;
- Breach of confidentiality;
- Conduct inconsistent with Northstar Church's doctrinal beliefs or code of conduct;
- Conflict of interest concerns;
- Failure to truthfully disclose an actual, perceived, or potential conflict of interest; or
- Inability or unwillingness to continue serving.

### **10.3 Vacancies**

Vacancies occurring on the Nomination Committee shall not be filled prior to the next General Meeting. In the event of a resignation, removal, incapacity, recusal, or other vacancy, the remaining members of the Nomination Committee shall continue to carry out the responsibilities of the Committee for the remainder of the applicable term, provided quorum requirements continue to be satisfied.

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## **11. Procedural Authority**

Unless otherwise addressed in this Policy or Northstar Church's governing documents, meetings and proceedings of the Nomination Committee and related member meetings may be conducted in accordance with accepted rules of parliamentary procedure, including Robert's Rules of Order Newly Revised, as adopted by Northstar Church.

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## **12. Relationship to Governing Documents**

This Policy shall be interpreted consistently with Northstar Church's bylaws and governing documents. In the event of any inconsistency between this Policy and Northstar Church's bylaws, the bylaws shall govern to the extent of the inconsistency.

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**13. Policy Review**

This Policy shall be reviewed periodically by the governing board, Board of Elders, Nomination Committee, or designated leadership to ensure continued compliance with Northstar Church's bylaws, applicable law, and operational needs.

While this Policy may be reviewed periodically for the purposes of governance oversight and recommended revisions, this Policy may only be amended, modified, replaced, or rescinded by approval of the membership at a duly called General Meeting in accordance with Northstar Church's governing documents and applicable voting requirements.

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**14. Approval and Effective Date**

Approved By: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Last Revised: \_\_\_\_\_

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