

## **CANDIDATE QUALIFICATIONS COMMITTEE OPERATIONAL GUIDELINES**

### **I. DEFINITION**

The Candidate Qualifications Committee is a "Convention and Election Business Committee." Unlike other convention and election business committees, the CQ Committee maintains year-round continuity.

### **II. PURPOSE**

The purpose of the CQ Committee is set forth in ARTICLE V, Section 6, Paragraph B 2(d) of the Optimist International Bylaws. It provides that: "The Candidate Qualifications Committee shall seek and receive the names and qualifications of prospective candidates for elective office in Optimist International. It may consider prospective candidates on its own motion. This Committee shall nominate at least one candidate for each elective office." In addition to these Policies the Candidate Qualifications Committee must comply with other Policies such as "Background" checks of potential nominees.

### **III. COMPOSITION**

ARTICLE V, Section 6, Paragraph C 2(c) of the Optimist International Bylaws, states: "The Candidate Qualifications Committee shall consist of three appointed members who shall be appointed to terms of three years each, and the four most immediate and available Past Presidents (beginning one year after having served on the International Board of Directors). Each year the President shall appoint one member to a three-year term, but no appointed member shall be eligible to serve consecutive full terms. Any vacancy to one of these appointments shall be reappointed by the International President that made the original appointment. No member of the Board of Directors shall be eligible to serve on this committee."

### **IV. CHAIR**

ARTICLE V, Section 6C1. Except as otherwise stated in these Bylaws, the authority to appoint members and designate the chairman of each committee and fill any vacancy shall be vested in the President.

### **V. MEETINGS**

The Committee shall meet at the discretion of the Chair, by November 10 and February 10 of each year, and shall be subject to the Board of Directors approved budget for the current operating year. Any meeting scheduled which will cause the budget to be exceeded must be pre-approved by the Board of Directors. The Chair of the International Candidate Qualifications Committee will report to the International Board of Directors.

VI. **RESPONSIBILITY OF CHAIR**

- 6.1 It shall be the responsibility of the Chair to notify the Committee Members of all meetings. The Chair, working with Staff, shall arrange for hotel accommodations for the Committee. The Chair shall submit a written agenda to all members well in advance of a meeting, thus allowing the members an opportunity to contribute ideas to the development of that agenda prior to the meeting.
- 6.2 The Chair shall review with the Committee members at each meeting copies of all correspondence which he/she receives. The Chair shall forward, or cause to be forwarded, as soon as possible after receipt, all correspondence, favorable or unfavorable, regarding a potential candidate for any Optimist International elective office.
- 6.3 The Chair shall receive all correspondence relating to self-nominations to the International Board of Directors. This information will be shared only with the Candidate Qualifications Committee and will remain confidential. A final list of candidates for the Board of Directors will be included in the committee's report to the Board of Directors.
- 6.4 The Chair shall mail a list of the most recent rotating committee members, showing the appointments for the next three years, to each member of the Committee prior to the first meeting of the administrative year.
- 6.5 Prior to the close of the last meeting of the Committee each administrative year, the Chair shall appoint the present first year "at large" member of the Committee as the Recording Secretary to serve the following year.
- 6.6 The Chair shall report all nominees, in the following order, 1) President-Elect 2) Vice Presidents- Elect 3) Directors-At-Large, first, to the Board of Directors and the Executive Director, assembled at the pleasure of the President of Optimist International then, an announcement no later than March 1 prior to the election.
- 6.7 The Chair, prior to the first meeting of the administrative year, shall:
  - a. Obtain from the Executive Director of Optimist International copies of all reports containing information of either a complementary or derogatory nature pertaining to Optimist leaders, past or present, at the Governor's level or above, and shall share such information with the Committee members.
  - b. Place such reports in the files of those persons to whom they pertain, and if no file exists, insure that a file shall be opened and report placed therein.
- 6.8 The Executive Assistant to the Executive Director shall be designated Administrative Assistant to the Candidate Qualifications Committee. Said Assistant shall be responsible to the Chair and Recording Secretary of the

Committee for:

- a. Computer input. All material, at the time of typing or entry in the computer, shall be dated by page.
  - b. Biographical information
  - c. Committee Minutes, with additions or corrections.
  - d. Presidential, Vice Presidential, and Director-At-Large Master Lists, with additions or deletions, and other secretarial items assigned by the Chairman or Recording Secretary.
  - e. All information relating to CQ uses shall be held electronically confidential with a password and easily reached by computer held in files and in control of the Chair and CQ Recording Secretary.
- 6.9 Prior to the first and second meetings of the Committee, the Chair shall consult with the President and/or the Executive Director of Optimist International concerning any items on the agenda of the Board of Directors of Optimist International for which input from the Candidate Qualifications Committee might be helpful or desired.
- 6.10 All communication from any Optimist regarding candidates for office in Optimist International shall be addressed to the Committee Chair in written form.
- 6.11 Immediately following the Optimist International Convention, the Candidate Qualifications Committee Chair Designate shall write to the current Optimist International Committee Chairs (enclosing the Committee Member Evaluation Form [Appendix B]) requesting information concerning the performance of the members serving on said committee during the current year. The Candidate Qualifications Committee Chair is to request a response within thirty days.
- 6.12 Two copies of the "Confidential Evaluation of Optimist International Representatives" in Appendix A shall be included in the packets received by the Optimist International Representatives. One copy each shall be given to the Governor and the Governor-Elect at their District conventions, with instructions to return this completed form to the Candidate Qualifications Committee Chair immediately following the District Convention in the self-addressed, confidential envelope. The Candidate Qualifications Committee Chair will follow up with an email to the Governor and Governor-Elect.

**VII. RESPONSIBILITY OF RECORDING SECRETARY**

- 7.1 The Recording Secretary shall be responsible for:
- a. Preparing the written Minutes of each meeting and transmitting same to the members within 45 days thereafter.
  - b. Creating and updating the permanent records and files of all recommended nominees in cooperation with the Executive Director of Optimist International.

- c. Preparing revised copies of Operational Guidelines, reflecting all amendments adopted by the Committee, and sending revised copy to all the Committee members within 45 days thereafter.
- d. Indoctrinating the incoming Recording Secretary with respect to all permanent records and files maintained by the Committee prior to the close of the last meeting of the administrative year.

7.2 The following requirements shall govern the preparation and maintenance of Minutes for the Committee:

- a. All Minutes of this Committee shall be maintained in the permanent files for reference.
- b. All actions and principal conclusions of the Committee shall be disclosed in the Minutes.
- c. Names of all nominees who are added to the lists of candidates shall be recorded in groups, even though each candidate is considered individually. All additions and deletions will be grouped in the Minutes.
- d. All lists of individuals contained within the Minutes shall be recorded by year served as Governor, in alphabetical order within the year and followed by the District designation.

VIII. RECORD STORAGE

The permanent files and records of the Committee shall be housed, under lock, within the Optimist International office. The Chair, working with the Executive Director of Optimist International, shall designate a store room for these records and insure that strict conditions of security are enforced. No person, other than a member of the Committee and the Executive Assistant to the Executive Director, shall be authorized to have access to this locked storage files. A separate keyed file cabinet shall contain the files and records. Keys to this locked file cabinet shall be only in the possession of the Chair, the Recording Secretary of the Committee, and the Executive Assistant to the Executive Director. They keys shall be transferred to the senior returning member and the Recording Secretary-Designate at the last meeting of the administrative year.

IX. BIOGRAPHICAL FILES

9.1 The Committee shall maintain a biographical file for each potential candidate. Mere discussion of potential nominees shall not be cause for creating a file for the member discussed. Creation of these files shall be as follows:

- a. The Committee, at its first meeting each year, shall review the list of Immediate Past Governors and submit a list of selected names to the Executive Director with instructions to create a biographical file on each

named individual.

- b. The Executive Director of Optimist International, upon special request from the Committee, shall create a file on any Optimist member.
- c. The CQ Committee may create a file on its own.
- d. All personal files shall be forwarded to the Committee's Chair for placement in permanent files of the Committee.
- e. A file will be established for all nominees recommended by:
  - (1) A majority vote of the Committee, or
  - (2) Letters of recommendation, reviews and reports that are not acted upon favorably by the Committee will be retained in a master file until such time as the Committee opts to establish a file.
  - (3) The Committee shall review each candidate's file and content annually, and place files into "library status" for those candidates no longer under consideration by the Committee.

9.2 Information in these files shall include:

- a. A form listing biographical data, including:
  - (1) Name of the Optimist, and the name of the Optimist's spouse.
  - (2) A picture of the Optimist.
  - (3) Date of birth.
  - (4) Mailing and email addresses.
  - (5) Telephone numbers (home, cell, and work).
  - (6) Vocation.
  - (7) Education.
  - (8) Year joined Optimism.
  - (9) Name of current Optimist club.
  - (10) Name of District.
  - (11) Year served as Club President, and awards.
  - (12) Year served as Lt. Governor, and awards.
  - (13) Year served as Governor, and awards.
  - (14) Percent Membership Gain/Loss as Governor.
  - (15) Year served on Optimist International Committee, and name of Committee.
  - (16) Health status which could adversely affect the ability to serve if appointed (if known)
- b. Letters received by the Committee which formally endorse or transmit other pertinent information about a potential candidate.
- c. Letters received by the International Office pertaining to conduct, behavior or performance of any current or past Lt. Governor, Governor, or

International Vice President or any member to be placed into nomination for elective office for Optimist International.

- d. Recommendations must be received in the International Office no later than two weeks before the Candidate Qualifications Committee meets in the Fall.

9.3 Occasionally, derogatory reports are received by the Candidate Qualifications Committee which tend to indicate that a particular member should not be considered for office in Optimist International. If the Committee deems such derogatory information to be reliable and of such a nature as to render the subject person unsuitable for International Office, a memorandum shall be placed in the file created for such person, outlining the reasons for such conclusion. The date of entry of memorandum and the vote of the Committee making such recommendation shall be noted in the memorandum, and signed by the Chairman. Such files will be documented with non-hearsay information to substantiate the reasons. Written documents shall be considered as non-hearsay information, although they contain information originally obtained from some source other than the writer.

X. CONFIDENTIALITY OF COMMITTEE

Matters discussed by the Committee and materials maintained for review shall be held in strict confidence by all members. It shall be the responsibility of the Chair to remind the Committee members of their pledge of confidentiality at each meeting.

XI. GUIDELINE FOR MEETINGS

11.1 The prime order of business shall be selection and confirmation of at least one nominee for the office of President-Elect of Optimist International. The Committee will also proceed with the selections of nominees for the office of Vice President-Elect; there shall be at least eight nominees for the office of Vice President-Elect. And finally, the Committee shall select nominees for the office of Director-At-Large; there shall be at least one nominee for each open position. The selection of all nominees shall be completed by the Committee prior to the adjournment of the meeting held in January/February. All voting shall be by secret ballot.

- a. Prior to the first ballot for any office, the Committee shall have the opportunity to review the list of potential candidates, eliminating those names which the Committee deems are no longer viable candidates for the respective office.

11.2 Recommended { Candidate } Selection Procedure for President-Elect Nominee

- a. First Ballot: Each year, on the first ballot to select a nominee for President-Elect, each Committee member shall select three names of proposed candidates for the office of President-Elect, giving the first choice three

points, the second choice two points, and the third choice one point. All Candidates named shall be ranked in order based on the total number of points received by the respective candidates.

- b. A second ballot shall be taken in which the Committee members shall vote, listing three names, from among the top five names on the list from the first ballot, giving the first choice three points, the second choice two points, and the third choice one point.
  - c. From this vote up to three names will be considered “finalists” and may be brought to St. Louis for face-to-face interviews at the January/February Candidate Qualifications Committee meeting. The Chair will contact each chosen candidate to invite them to St. Louis for these interviews, giving them dates and instructing them to work with staff on travel arrangements.
  - d. At the January/February Committee meeting from this list, a third ballot shall be taken with each member casting votes for two persons giving their top choice two points and their second choice one point.
  - e. The top person in point accumulation will be the President-Elect Nominee. The number two person in point accumulation on the third ballot for President-Elect will be the back-up nominee. (Note: The Candidate Qualifications Committee has the option of naming two nominees for any Office as determined by Committee motion.)
- 11.3 A Vice President-Elect shall be selected by ballot for each Region established by the International Board of Directors. The Committee may nominate a leader from outside said Region. There shall be a separate ballot for each Region. The voting procedure shall be the same process as that of the President-Elect except for paragraph “c”. The Committee members may make contact and talk with these top three candidates, but no funds are provided for face-to-face interviews.
- a. First Ballot: Each year, on the first ballot to select a nominee for Vice President-Elect, each Committee member shall select three names of proposed candidates for the office of Vice President-Elect, giving the first choice three points, the second choice two points, and the third choice one point. All Candidates named shall be ranked in order based on the total number of points received by the respective candidates.
  - b. A second ballot shall be taken in which the Committee members shall vote, listing three names, from among the top five names on the list from the first ballot, giving the first choice three points, the second choice two points, and the third choice one point.
  - c. Beginning at the first meeting of the Committee ~~in October~~ by November 10, after selecting all “finalists” for the eight (8) positions, the Committee should contact each of them individually to confirm their willingness and/or ability to serve.

Subsequently, at the second meeting of the Committee by February 10, the candidate with the most votes in each region will be the Vice President-Elect nominee, and confirmed and offered the nomination at the January meeting. Should they not accept the nomination, it will be then offered to the candidate with the second highest number of votes, and accordingly, the third highest.

- 11.4 Each nominee for each office shall be discretely contacted by the Committee members to confirm the acceptance of nomination, utilizing the Guidelines for this Committee. **Care shall be taken to assure that no hint of selection shall be made to any other person in the confirmation process.** Committee members shall obtain confirmation from each nominee as expeditiously as possible, and confirm all acceptances to the Committee members. See Appendix A-1 to A-4.

In order to standardize the process of communicating with nominees, a script will be developed and agreed upon by the Committee prior to making contact.

At the time of acceptance of the nomination by each nominee, the nominee shall be advised by the Committee member that the Committee expects that he/she will:

- a. Read, become familiar with, and support the Bylaws and Policies of Optimist International.
- b. Be especially aware of the need to maintain the fiscal responsibility of the organization.
- c. For the President and Board Director Candidates: Exercise independent judgment as a member of the Board of Directors, after rationally considering the facts bearing on all issues.

A letter to the nominee confirming his/her acceptance and containing the above expectations shall be mailed by the Chair to each nominee together with copies of the Optimist International Bylaws and Policies.

- 11.5 The Committee at its complete discretion may withdraw the name of a back-up nominee at any time. It shall not be assumed that the back-up nominee will be the next in line for the office for the following year.
- 11.6 Prior to adjournment of the last meeting of the administrative year, the Committee shall have the opportunity to again review the list of potential candidates, eliminating those names which the Committee deems are no longer viable candidates for the respective office.
- 11.7 The Committee, prior to adjournment, shall review the names of Past Governors, who did not attain the status of Distinguished, for possible addition to the list of



prospective candidates.

- 11.8 Prior to adjournment of each meeting, the Committee shall review each candidate list for the purpose of designating potential nominees for office for whom background checks should be obtained and provide a list of such persons to the Committee. See policy on “Background Checks.”

XII. CANDIDATE LISTS

- 12.1 The Committee shall maintain a list of candidates containing no less than six names for the office of President-Elect. Additions to, and deletions from, this list shall be made as follows:

- a. The names of the current Board of Directors shall be automatically added to the list of Potential President-Elect candidates, unless by a majority vote of the Committee members, for good reasons stated, any member of the Board of Directors is declared not suitable for consideration.
- b. The names of all Immediate Past Vice Presidents shall automatically be added to the list of potential President-Elect nominees, unless by majority vote of the Committee members, for good reason stated, any Immediate Past Vice President is declared not suitable for consideration.
- c. The names submitted via letters of nomination endorsement and names recommended by the confidential communication form shall be considered for additions to the President-Elect list.
- d. A majority of Committee members may add a name to the list of potential President-Elect nominees.
- e. The name of any potential nominee may not be removed from the list unless there is a majority vote of the Committee members.
- f. The Committee shall not discuss the candidacy of any of its members.

- 12.2 A similar list, without a minimum number, shall also be maintained for the office of Vice President-Elect. Additions to, and deletions from, this list shall be made as follows:

- a. Names submitted via letters of nomination endorsement and names recommended by the confidential communication form shall appear in the Minutes. These names shall be considered for additions to the Vice President-Elect list.
- b. A majority of Committee members may add a name to the list of potential Vice President-Elect nominees.
- c. Names of all Immediate Past Governors who achieved Distinguished

status shall automatically be added to the list of potential Vice President-Elect nominees, unless by majority vote of the Committee members, for good reason stated, they are declared not suitable for consideration.

- d. Any Committee member may add a name to the list of potential Vice President-Elect nominees, unless by majority vote of the Committee members, for good reason stated, the potential name to be added is declared to be not suitable for consideration.
- e. The name of any potential nominee may not be removed from the list unless by a majority vote of the Committee members.
- f. The Committee shall not discuss the candidacy of any of its members.

12.3 “Legend” for categorization of candidates:

P = Priority Presidential Candidates

B1 = VP / VP-Elect in current / coming year

B2 = Past VP / Not on President Priority List / Potential for Board of Dir or Pres

B3 = Past VP / Not considered Potential Board of Dir or President

VP = Priority Vice President Candidates

VP1 = Past Gov / Potential VP

VP3 = Past Gov / Not considered Potential VP

The above categories to be used not only for use by the CQ Committee in selecting candidates for nomination as President-Elect, VP-Elect and Board of Directors Members-At-Large, but also in making recommendations to the President-Elect for priority appointments to Committee Chairs and Committee Membership.

XIII. TRAIT FACTORS

13.1 The following criteria, together with other pertinent qualities shall be considered when selecting potential nominees:

- a. Communications Skills
  - i. Speaking ability
  - ii. Motivational ability
  - iii. Diplomacy
- b. Wisdom
  - i. Intelligence
  - ii. Vision
- c. Availability to serve
- d. Image
- e. Performance (Past - Current)
  - i. Optimist International

- ii. District
- iii. Club
- f. Known Health Issues
- g. Integrity
- h. Dependability (Regardless of potential reward or recognition)

13.2 Other

- a. The Committee may consult with any International Committee Chair on the suitability of any candidate being considered for the Office of Vice President-Elect.

XIV. REQUEST FOR OPTIMIST INTERNATIONAL COMMITTEE APPOINTMENTS

The Committee shall annually submit a list of names to the President-Elect and the President-Elect Nominee for their consideration when making appointments to Optimist International Committees.

XV. AMENDMENTS TO GUIDELINES

The "Operational Guidelines" may be amended at any time by a majority vote of the members of the Committee, and shall take effect immediately upon passage, subject to the approval of the Board of Directors.

(Jul 2008; Mar 2010; Mar 2011; Mar 2012; Sep 2012; Feb 2013; Mar 2014; Apr 2015; Apr 2016))