NOMINATIONS FORMS INSTRUCTIONS

For each charge and each church, you will be receiving two sets of nominations forms created in the district office. The first set will include the people nominated at the 2021 Charge Conference. These forms will already have most of the names and contact information of people who were elected last fall to serve during the current year. You will find ‘Charge’ Officers listed with their local church. The additional set of forms is blank for the 2022 nominees.

\*\* Offices identified with a double asterisk are ‘Required’ offices and indicate that everyone elected to this office must be a professing member, associate member, or affiliate member except that up to one-third of the trustees may be non-members. Make sure that there is a nomination listed for every office which is designated with \*\*.

**For the 2022 officer nominees:**

* **Transfer the name and any contact information corrections of a continuing current officer onto the blank form. If the contact information is correct, there is no need to put anything but the name.**
* **Cross out the printed names of people on the current list who will no longer serve in 2023, and add the new officer on the blank form provided. Include as much contact information as possible.**

**Please make sure the writing is legible** as these forms are used for the data entry. Please provide detailed contact information: mailing address, phone (identify whether home or cell), and **email address** if possible.

Mark **‘VACANT’** if a position will not be filled next year. We might assume that the individual listed on the printed list will continue in that office in the new year.

Add names/addresses, etc. to offices that were vacant in the previous year but will be filled in the coming year.

Please keep a copy of these forms for your records. Return all original forms to your District Office.

If you do not want to hand-write information on the form but have mailing labels for your church leaders, you could place them on the form in the appropriate places. *However, please remember to add phone numbers and email addresses.*

**Reminders:**

The Book of Discipline states that the treasurer and the financial secretary must not be the same person. The treasurer and the financial secretary should not be from the same household, either. (¶258.4).

Members of the Committee on Nominations and Leadership Development are elected to three-year terms and are not to succeed themselves. (¶258.1d). (The church Lay Leader is an ex-officio member of this committee and is not subject to the three-year rule, however.) No two members of the committee should be from the same household. (¶258.1d) If possible, the committee shall include at least one young adult. (¶258.1c)

Trustees are also to be elected to three-year terms, but they may succeed themselves. Do not nominate a chairperson for the Board of Trustees. The chairperson is elected by the trustees at their first meeting of the New Year. Once this election has taken place in each of your boards of trustees, please send the district office the name of the chairperson, along with contact information.