

## Nominating and Governance Committee

November 25, 2019

11-12:30; The Road Home

Present: Torrie Kopp Mueller, Garrett Lee, Takisha Jordan, Maggie Carden

### 1. Election

- Liz Duffie withdrew her nomination
  - Responses to the questions for candidates are due to Torrie. Will be sent out by Wednesday 11/27.
  - Torrie will create ballots (electronic and paper)
  - Takisha and Garrett will distribute ballots at the Annual meeting
  - Torrie will lead the election process at the meeting
  - Maggie and Torrie will count the ballots after the voting ends (electronic voting for eligible voters who cannot make the meeting will take a few days)
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- The election results will be announced a week after the Annual Meeting

### 2. Update Job Descriptions for Board Members

- update general duties for all positions

### 3. Bylaws: Next Steps

- Will meet in December to determine how to proceed with By-laws in 2020