
2023

NOMINATING COMMITTEE GUIDELINES

These guidelines have been developed by the Catholic Cemetery Conference Board of Directors to assist the Nominating Committee in evaluating qualified candidates for Officer and Director-at-Large positions.

These Guidelines are divided into three sections:

- (a) qualifications as stipulated in the Conference Bylaws,
- (b) involvement in Conference programs and activities, and
- (c) procedures of Nominating Committee.

BYLAWS

ELIGIBILITY REQUIREMENTS. Article VI, Section 4 states: With the exception of the Episcopal Moderator, service on the Board of Directors shall be limited to Diocesan Delegates and Regular members in good standing whose principal occupation (apart from exercise of the priesthood in the case of clergy members) is the management or supervision of one or more Catholic cemeteries. With the exception of the Episcopal Moderator, each person, as a condition precedent to service in any capacity on the Board of Directors, shall have been a member of the corporation for a minimum of three (3) years.

Article VII - Nominations for the Board of Directors

- Section 1. Nominating Committee.** The President shall, with the advice and counsel of the Board of Directors, appoint a Nominating Committee consisting of five (5) members of the corporation, at least three (3) of whom shall be Diocesan Delegates, one (1) member of the Nominating Committee shall be appointed as its coordinator.
- Section 2. Additional Nominations.** Additional nominations may be proposed by the written petition of five (5) members of the corporation, at least three (3) of whom shall be Diocesan Delegates.
- Section 3. Ineligible Nominators.** Each Director and every Honorary, Associate, Clergy or Supplier Member shall be ineligible to participate in the nomination of candidates either as a member of the Nominating Committee or by petition.
- Section 4. Requirements.** Every nomination for service on the Board of Directors must be consistent with all the requirements set forth herein.
- Section 5. Nominations by Slate.** In any year in which more than one (1) vacancy by expired term is to be filled, nominations either by the Nominating Committee, or pursuant to Section 2 above, shall be by slate. In those years in which Officer Director vacancies are to be filled, nominations shall designate the specific office for which each candidate is nominated.
- Section 6. Vacancy Created by Slate.** Where, because of the candidates nominated, the election of a slate would itself create one or more vacancies on the Board of Directors, every slate presented shall have a candidate nominated for any such vacancy. Nominations for one At-Large position for each Officer election in the years there are no At-Large positions up for election.
- Section 7. Endorsement of Candidate.** Prior to nomination of a Regular Member for service on the Board of Directors, the coordinator or a member of the Nominating Committee delegated by the coordinator shall consult with the proposed nominee's Diocesan Delegate, if there is one.
- Section 8. Time and Place of Nomination.** All nominations shall be made during the regular meeting of the Diocesan Delegates.

Article VIII - Election or Appointment to the Board of Directors

Section 1. Officer Directors. A slate of four (4) Officer Directors of the Corporation (President, Vice President, Treasurer, and Secretary) shall be elected bi-annually for service both as officers of the Corporation and as Officer Directors; they shall assume office immediately at the close of the annual meeting of the members during which they were elected and shall hold office for the prescribed term of two (2) years, or until their successors are elected.

Section 2. At-Large Directors. Each year when one or more vacancies occur, members shall be elected for service on the Board of Directors as an At-Large Director, and shall serve for the prescribed term of three (3) years or until his successor is elected. The member(s) shall commence service at the close of the annual meeting of the members during which elected. No Director can serve more than one (1) consecutive term as Director-At-Large.

Section 3. Past President Director. The retiring President of the corporation shall, upon completion of the term as President, continue to serve on the Board for an additional two (2) years as the Past President Director. If the retiring President declines or is unable to serve in this capacity, the successor President shall appoint the first available Past President whose term of office most closely preceded the retiring President to serve the unexpired term as Past President Director.

Section 4. Limitations on Service. The following limitations shall apply to service on the Board of Directors:

- (A) President. No member shall hold office as President for more than two (2) successive terms.
- (B) Diocesan Representation. Not more than one (1) member from the same Archdiocese or Diocese shall be eligible to serve on the Board of Directors at any given time.

Section 5. Election as Officer Member During Term. Any person serving a term as an At-Large Director shall be eligible at any time during the term for election as an Officer Director.

Section 6. Unexpired Term Vacancies. Except as otherwise provided, where, for any reason, a vacancy on the Board occurs prior to the expiration of the term of any Director, the vacancy shall, for the remainder of the term, be filled by appointment by the President, after obtaining the advice and counsel of the Board. Where the vacancy occurring is that of the President, the Vice President shall automatically succeed as President for the remainder of the term.

Section 7. Time for Elections. Elections shall be held at the regular meeting of the Diocesan Delegates held during the annual meeting of the members.

Section 8. Majority Vote Required. Where there is presented in nomination for election to the Board more than one slate, or more than one candidate when only one position on the Board is to be filled, the slate or candidate respectively receiving a majority vote of the Diocesan Delegates and Directors present, eligible to vote and voting, shall be declared elected.

Involvement In Conference Programs

The Board of Directors establishes policies for the Conference. Therefore, any Diocesan Delegate or Regular Member considered for an Officer or Director-At-Large position must demonstrate an active involvement in Conference programs, committees and activities.

It is recommended that the Nominating Committee consider the following areas of Conference involvement to determine if the candidate is qualified to serve on the Board of Directors.

- A. Candidate should have attended the Annual CCC Convention on a regular basis.
- B. Candidate should have served as a member of one or more Conference or Advisory Committees.
- C. Additional consideration should be given to a Candidate who has served as Chairperson of a Conference Advisory Committee.
- D. Candidate should have demonstrated their commitment to the goals and objectives of the CCC and Catholic cemeteries.
- E. Candidate should demonstrate personal integration of the spirit of cemetery ministry through commitment and witness to the Catholic Church.

Additional desirable involvements in evaluating qualified candidates are

- A. Candidate was a speaker at the Annual Convention or special seminars not held in conjunction with the Convention.
- B. Candidate serves as a member of a special Ad Hoc Committee.
- C. Candidate has been a long-time member of the Conference.

Endorsements

If the candidate is a regular member, the Nominating Committee shall consult with the Diocesan Delegate to obtain their approval for the candidate to serve on the Board of Directors.

If the candidate is a Diocesan Delegate, the Nominating Committee shall consult with the Chancery Office of that diocese.

2023 Nomination for CCC Board of Directors

CCC Diocesan Directors and Regular Members are encouraged to submit their nominations of qualified individuals as possible candidates for the CCC Board of Directors. The Nominating Committee will then be responsible for reviewing the qualifications of members and presenting candidates for voting at the Diocesan Delegates annual meeting in New Orleans, LA, Thursday, September 28, 2023. Board members must be willing to commit the time necessary to actively participate in the work needed. The following position will be filled:

Individuals chosen for nomination will reflect the CCC's diverse membership. Nominees will be asked to utilize their skills and expertise in the furtherance and support of CCC's mission and goals.

ELECTION THIS YEAR IS FOR THE FOLLOWING POSITIONS:

- **President** (2 Year Term) • **Vice President** (2 Year Term)
- **Treasurer** (2 Year Term) • **Secretary** (2 Year Term)

- **Director At-Large** (1 Year Term)

(Contingent on current Director At-Large candidate being elected as an officer. In years this does not occur, no Director At-Large shall be elected.)

2023 Nomination Form

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- **Treasurer** (2 Year Term) • **Secretary** (2 Year Term)
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*(Contingent on current Director At-Large candidate being elected as an officer.
In years this does not occur, no Director At-Large shall be elected.)*

IMPORTANT NOTE: Nomination forms should not be mass produced and must be completely filled out to be considered valid. Nomination forms with only nominee name and signature will be deemed invalid.

Name of Nominee (please print) _____

Organization _____ Nominee Position _____

Address _____ City _____ State/Zip _____

Phone _____ Fax _____ E-mail _____

Skills and experience: *(Required)** _____

These skills and experiences could be useful to the CCC Board in the following ways: *(Required)**

- Please consider this person for nomination as _____ to the Board.
- I have asked this person if he/she is willing to serve if nominated and elected.

Your name (please print) _____

Signature _____ Date _____

Deadline for nominations is July 16, 2023

Send or email your completed Nomination Form to:

Ralph Gervasi, Executive Director
Catholic Cemetery Conference
1400 S. Wolf Road, Bldg. #3, Hillside, IL 60162
• email: rgervasi@catholiccemeteryconference.org

**Nomination will not be accepted if left blank.*

2023 NOMINATING COMMITTEE

Coordinator: *Richard Finn, CCCE (Columbus)
Theodore Ratajczyk, CCCE (Chicago)
*Jeff Reinhart, CCCE (La Crosse)
*Michael Welsh, CCCE (Gary)
*Monica Williams, CCCE (San Francisco)

**Diocesan Delegate*

Please complete one form for each person being nominated.