

**REPORT TO THE  
BOARD OF DIRECTORS  
OF  
OPTIMIST INTERNATIONAL  
BY THE  
INTERNATIONAL CANDIDATE QUALIFICATIONS  
COMMITTEE**

March 4-5, 2011  
St. Louis, Missouri

**SECTION 1. FOR BOARD ACTION**

**A. BOARD POLICY I-30; CANDIDATE QUALIFICATIONS COMMITTEE  
OPERATIONAL GUIDELINES**

Rationale: In order to bring the current policy into compliance with the revised Bylaws of Optimist International, the Candidate Qualifications Committee is asking the Optimist International Board of Directors to amend its Board Policy I-130 regarding the CQ Committee Operational Guidelines. The Candidate Qualifications Committee has also made some minor adjustments in its operational guidelines. All revisions are noted in the proposed revised document attached.

**Motion Requested:**

That the International Board of Directors adopt the revisions to Board Policy I-130 as shown in the attachment to this report.

**SECTION II. FOR BOARD INFORMATION**

The International Candidate Qualifications Committee met in St. Louis at the International Headquarters February 17-18, 2011. The slate of candidates will be announced to the Board of Directors at their meeting March 4-5, 2011.

The committee reviewed the Report to the Board of Directors of Optimist International by the International Governance Committee. The CQ Committee congratulates the Governance Committee for an outstanding job and unconditionally supports the recommended changes.

Responding to the President's Charge Letter, the CQ Committee will develop a presentation to the membership at the OI convention that will explain the workings of the Committee, and a Rising Star-type workshop for the convention that will help identify people interested in serving the organization at the International level.

To meet the information needs of the CQ Committee, the Staff and Committee are going to be working on a database that will supplement existing information maintained by the staff. This

needs to be available before the next winter meeting of the CQ Committee. The existing membership database will be used as much as possible to minimize software programming.

Performance evaluations are an important factor in evaluating an individual's potential for leadership and committee positions. However, few of these are available. The CQ Committee will work with the Staff to develop web-based evaluation forms to be used for that purpose.

Finally, the Committee recognized the need to transition from hard copy to electronic format for all personnel files. This transition will take time. The priority will be recent Governors and those people identified at potential for President-Elect, Vice President-Elect, and committees.

Respectfully submitted,

Yves Berthiaume, Chair

Members:

Ronnie Dunn

Michel Listenberger

Theo Golding

Keith Middleton

Dee Rushforth

Sandy Larivee

## **CANDIDATE QUALIFICATIONS COMMITTEE OPERATIONAL GUIDELINES**

### **I. DEFINITION**

The Candidate Qualifications Committee is a "Convention Business Committee." Unlike other convention business committees; however, 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. During the convention this Committee shall nominate at least one candidate for each elective office."

### **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. CHAIRMAN**

~~ARTICLE VIII, Section 4 of the Optimist International Bylaws provides that: "The President shall annually designate the chairman of each committee."~~

**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 Chairman, between the first and second board meeting 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 CHAIRMAN**

- 6.1 It shall be the responsibility of the Chairman to notify the Committee Members of all meetings. **The Chairman, working with Staff, shall arrange for hotel accommodations for the Committee.** The Chairman 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. ~~The Chairman shall review with the Committee members at each meeting copies of all "letters of nomination" which he receives~~
- 6.2 **The Chairman shall review with the Committee members at each meeting copies of all correspondence which he receives.** ~~The Chairman shall mail a copy of the most recent published Rotating Committee Report, showing the appointments for the next three years, to each member of the Committee prior to the first meeting of the year.—~~The Chairman 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 Chairman shall receive all correspondence relating to self nominations to the International Board of Directors. [bold]This information will be shared only with the Candidate Qualifications Committee and will remain confidential [bold]. A final list of candidates for the Board of Directors will be included in the committee's report to the Board of Directors.**
- 6.34 ~~The Chairman, working with Staff, shall arrange for hotel accommodations for the Committee.~~  
**The Chairman 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 year.**
- 6.45 Prior to the close of the last meeting of the Committee each year, the Chairman shall appoint the present first year "at large" member of the Committee as the Recording Secretary to serve the following year.
- 6.56 The Chairman shall:
- a. Report all nominees to the assembled Board of Directors of Optimist International at the pleasure of the President of Optimist International, preferably at the first assembled meeting of the Board. The report shall be given after the nominees have accepted, and shall be given in the following order:

- (1) President-Elect
  - (2) Vice President-Elect
  - (3) DIRECTOR-AT-LARGE**
- b. Report the list on nominees for Directors-At-Large, Vice Presidents-Elect, and President-Elect to the Executive Director prior to the deadline for publications of the April "Hotline"
- 6.67** The Chairman, prior to the first meeting of the 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.
- 6.78** Following each meeting of the Candidates Qualification Committee, the Chairman may direct the next-most senior member of the Committee to obtain background checks on a potential nominee for office designated by the Committee. The Chairman shall verify with the Executive Director of Optimist International the availability of funds for such purpose. Such senior member shall order such reports approximately 30 days before the next meeting and direct that they be delivered to the Committee Chairman at his preferred address as soon as possible. The Chairman shall review such reports with the Committee members and direct the Secretary to file the reports in the file folders for the respective potential nominees.
- 6.89** The Executive Assistant to the Executive Director shall be designated Administrative Assistant to the Candidate Qualifications Committee. Said Assistant shall be responsible to the Chairman 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 be held confidential on diskette with password and easily reached by computer held in files and in control of the Chairman and acting CQ secretary.
- 6.910** Prior to the first and second meetings of the Committee, the Chairman 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.

~~6.4011~~ **No** All communication from any Optimist regarding candidates for office in Optimist International **shall be addressed to the committee chairman** ~~received by the Committee if it contains more than three names for President of Optimist International. Any written communications containing more than three names recommended for each office shall be returned to the sender by the Chairman of the Committee with the request that the sender select his/her top three recommendations for the office concerned. No recommendations will be considered by the Committee unless the recommendation is reduced to~~ **in** written form.

~~6.4112~~ Immediately following the Optimist International Convention, the Candidate Qualifications Committee Chairman Designate shall write to the current Optimist International Committee Chairmen (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 Chairman is to request a response within thirty days.

~~6.1213~~ Prior to July 15, the Chairman of the Candidate Qualifications Committee shall write to the governor and governor-elect of each district requesting an evaluation of the Optimist International Representative to their district convention using the "Confidential Evaluation of Optimist International Representatives" in Appendix A-5. This completed form is to be returned to the Candidate Qualifications Committee Chairman immediately following the district convention in the self-addressed, confidential envelope.

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.

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 principle conclusions of the Committee shall be disclosed in the Minutes.
- c. Names of all nominees who are deleted from or 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 Chairman, 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 Chairman, 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 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 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 Chairman 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 A-addresses**
- (5) Telephone numbers (home, **cell**, and work)
- (6) Vocation
- (7) Education**
- ~~(7)~~**(8)** Year joined Optimism
- ~~(8)~~**(9)** Name of current Optimist club
- ~~(9)~~**(10)** Name of district
- ~~(10)~~**(11)** Year served as Club President, and awards
- ~~(11)~~**(12)** Year served as Lt. Governor, and awards
- ~~(12)~~**(13)** Year served as Governor, and awards
- ~~(13)~~**(14)** Numerical standing at end of year: i.e., \_\_\_\_\_ out \_\_\_\_\_.
- Percent Gain/Loss as Governor**
- ~~(14)~~**(15)** Year served on Optimist International Committee, and name of Committee

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.

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 Chairman to remind the Committee members of their pledge of confidentiality at each meeting.

XI. **GUIDELINE FOR MEETINGS**

**11.1 The prime order of business at the first meeting of the year shall be selection and confirmation of at least one nominee for the office of President-Elect of Optimist International. The Committee may then 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 its adjournment. 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 office.

**11.2 Suggested Candidate Selection Procedure**

The person receiving the majority of the votes shall be the nominee for the office of President-Elect. At such time, a motion shall be made to declare the nominee elected by unanimous vote. There shall be opportunity for discussion prior to each ballot for any office.

- a. At the first meeting of the Committee 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. From this list, a third ballot shall be taken with each member casting one vote for one of the top two candidates taken from

the second ballot.

- c. The number two person in point accumulation on the third ballot for President-Elect will be the back-up nominee.

11.3 The Vice Presidents-Elect shall be selected by ballot within the Regions established by the International Board of Directors. There shall be a separate ballot for each Region. The voting procedure shall be the same process as that of the President-Elect.

11.4 Each nominee for each office shall be discretely contacted by the Committee Chairman 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. The Committee Chairman 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.

At the time of acceptance of the nomination by each nominee, the nominee shall be advised by the Committee Chairman that the Committee members expect 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. 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 Chairman to each nominee together with copies of the Optimist International Bylaws and policies.

11.5 The Committee 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 for the following 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 office.

11.7 The Committee, prior to adjournment, shall review the names 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 next-most senior member of the Committee who is not the Chairman of the Committee.

**XII. CANDIDATE LISTS**

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

- a. 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, they are declared not suitable for consideration.
- b. 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, they are declared not suitable for consideration.
- c. 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 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, these lists 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 states, 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, they are declared to be not suitable for consideration.
- 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.

12.3 “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

Above categories to be used not only for use by 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 President-Elect for priority appointments to Committee Chairs and Committee Members.

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

- d. Image
- e. Performance (Past - Current)
  - i. Optimist International
  - ii. District
  - iii. Club
- f. Health
- g. Integrity
- h. Dependability (Regardless of potential reward or recognition)

13.2 Other

- a. The Committee may consult with any International Committee Chairman on 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.

(Jul 2008; Mar 2010; **Proposed March 2011**)