

Membership & Governance Committee
of the McKnight Brain Research Foundation (MBRF)
Summary of Process for Trustee Recruitment, Election and Re-Election

Revised June 2020

Process for Recruiting, Vetting, and Recommending New Trustee Candidates

1. The Membership & Governance Committee requests nominations from the MBRF Trustees, McKnight Brain Institute Leadership, Communications Working Group members, and National Institute of Aging contacts, as well as other partners and sources, depending on the area of expertise identified as needed by the Committee.
2. Names are provided to the Executive Director and/or Chair of the Membership & Governance Committee and/or its Members to be shared with the Committee.
3. The Executive Director asks for supporting comments from the Trustee or person suggesting the name(s). The Executive Director gathers publicly available information (bio or on-line profile) on all potential candidates. The Executive Director checks each candidate's qualifications against the board-approved requirements. The Executive Director shares the nominator's comments, public information, and whether the candidate's qualifications meet the requirements, with the Membership & Governance Chair and Committee.
4. The Membership & Governance Committee reviews this information and selects those individuals they wish to recommend to the Board of Trustees for preliminary approval.
5. The Board of Trustees reviews the Committee's recommendation and determines which candidates to pursue further. The trustee (or individual) who nominated the candidate contacts him or her to introduce them to the MBRF, encourage their interest, and connect him or her to the Executive Director who will provide additional information about the process of nomination and request their CV.
6. The Executive Director reports back to the Membership & Governance Committee on each candidate's response and shares the CVs with the Committee.
7. The Committee recommends steps for further vetting, including talking with other Trustees, colleagues, or other sources knowledgeable about the candidate. The Committee reviews the material and identifies the top candidate and ranks all others in priority order. The Committee forwards their recommendation to the Board of Trustees for their review and decision.

Election, Notification, and Orientation of New Trustees

1. The Board of Trustees identifies the top candidate (the finalist) who will be invited to attend a meeting of the Trustees where a formal interview process will take place. The candidate may also be invited to attend the Inter-institutional meeting or a special event where he or she may become familiar with the MBIs and leadership.
2. The Board of Trustees discusses the candidate, the interview and then votes. The vote must be unanimous. Should there be one position open but several candidates under consideration, candidates not elected as Trustee may be invited to serve on one of the Board Committees, if the Board so chooses.
3. The successful candidate is notified by the Executive Director of her/his appointment to one three-year term as Trustee. The MBRF Chair welcomes him/her to the Board. The Trustee or Individual nominating the candidate is included in the email transmission. The individuals who nominated candidates who are NOT elected will advise the Executive Director on the best way to notify those candidates.
4. The Executive Director or the MBRF Chair follows up with the new Trustee by sending a formal appointment letter with information regarding upcoming meeting dates, duties and commitment forms, and other relevant information, copying the MBRF Chair, Chair of the Committee, Corporate Trustee, and Chair Emeritus.
5. The Corporate Trustee sends the Conflict of Interest form and other information and forms requiring signature and return.
6. The Chair Emeritus contacts the new Trustee and sends the Orientation Packet. They meet in person or by phone to discuss the mission, vision, and values of the MBRF, the history, as well as programs and activities. The MBRF Chair and/or Executive Director or other Trustees may be invited to attend this meeting or call.
7. The appointment is announced in a press release and shared first with MBI Leadership then the public and partners. The announcement is posted on the MBRF website.
8. The Chair Emeritus schedules face to face meetings for the new Trustee with MBI leadership or partners, if appropriate and convenient to location and schedules.
9. The new Trustee is recommended by the MBRF Chair for a committee assignment. The Chair of the assigned committee and the Executive Director share information about the committee with the new Trustee and provide dates of scheduled meetings.

Process for Re-Election, Notification, and Retirement of Current Trustees

1. The Membership & Governance Committee reviews the terms nearing completion.
2. For those current Trustees eligible for re-election, the MBRF Chair and the Chair of the Membership & Governance Committee review the responses to the Trustees' self-assessment to help evaluate contributions and participation.
3. The MBRF Chair and the Chair of the Membership & Governance Committee discuss with the members of the committee the expertise needed on the Board and determine if that expertise is currently represented.
4. The Committee discusses all Trustees eligible for re-election and reviews performance, participation and expertise vs. expertise needed.
5. The Committee votes on the Trustees to recommend for re-election.
6. The MBRF Chair and the Chair of the Membership & Governance Committee convene a phone meeting of the Trustees, excluding those Trustees eligible for re-election.
7. The Committee's recommendations for re-election are presented and the Trustees vote on each of the candidates.
8. Candidates whose service is ending (through completion of three three-year terms or by completion of their last elected term) will be contacted by the MBRF Chair in advance of the next Trustees' Meeting.
9. At the next Trustees' Meeting all retiring Trustees will be acknowledged, thanked for their service and receive a memento of the Board's appreciation.
10. Trustees who have completed three three-year terms may continue to participate as members of Committees should they be appointed by the MBRF Chair.