

# COLLEGE PARK QUARTERLY MEETING

## JOB DESCRIPTION HANDBOOK

Approved by CPQM Nominating Committee April 2026

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### **Preface to the 2026 Edition**

This handbook is intended to be distributed in 2026 in its entirety to all Quarterly Meeting Committee Clerks, officers, and members of Nominating Committee; relevant pages only to the Quarterly Meeting Committee members (such as members of Ministry and Spiritual Care) and to other Quarterly Meeting appointees (such as Northern California Ecumenical Council Rep).

Committee members are not required to be members of a Monthly Meeting unless explicitly indicated.

## **Clerk (also called Presiding Clerk)**

The Presiding Clerk prepares the agenda; conducts the business sessions of the Quarterly Meeting; works to establish full and correct records of proceedings; and carries out the instructions of the Quarterly Meeting.

### **RESPONSIBILITIES**

1. The Clerk presides at the business plenary sessions of the Quarterly Meeting. If the Clerk cannot attend, the Assistant Clerk presides. The Clerk provides appropriate guidance to the Assistant Clerk and Recording Clerk.
2. The Clerk presides in a manner that encourages a spirit of Worship.
3. The Clerk works to include all persons present in the proceedings.
4. In the meeting for business, the Clerk's role is to gather the sense of the Meeting and, when Friends appear to have reached unity in an action to be taken, to formulate a Minute reflecting that sense of the Meeting. The Recording Clerk usually drafts the Minutes, but ultimately the Minutes are the Clerk's final responsibility.
5. The Clerk helps to facilitate the resolution of differences by clarifying issues and summarizing views that have been expressed.
6. Normally, Clerks do not express their own views. If the Clerk has a view on the matter which has not been presented and needs to be, the Clerk may ask the Meeting for permission to present it. If the Clerk has strong views on a controversial issue and feels a need to express them, or feels unable to preside with an open attitude, it is appropriate for the Clerk to ask the Assistant Clerk (or someone else) to preside during the consideration and minutes of that matter.
7. The Clerk prepares an agenda for the business meeting prior to the plenary business session, incorporating arrangements suggested by the Quarterly Meeting Planning Committee.
8. The Clerk is an ex-officio member of all Quarterly Meeting committees – except the Nominating Committee -- and is available to that Committee for consultation.
9. The Clerk attends meetings of the Ministry & Spiritual Care Committee, and keeps in touch with other committees and officers to assure the work of the Quarterly Meeting is being done.

10. The Clerk arranges for appropriate response to correspondence, ensures that matters arising out of business meetings are attended to, and sees to it that announcements of gatherings and minutes of meetings are available to all members of the quarterly meeting.

11. The Clerk forwards to Pacific Yearly Meeting (PacYM) any Minutes that the Quarter so desires and signs formal communications from Quarterly Meeting to outside bodies.

12. The Clerk convenes and consults with the Planning Committee. For matters needing urgent or unusual action, The Clerk may convene an Executive Committee (composed of the Clerk, Assistant Clerk, Recording Clerks, and Treasurer) and take action in the name of the Quarterly Meeting.

13. After each Spring Quarterly, the Clerk sends a personal letter to the outgoing officers thanking them, and also to any continuing officers who have given exceptional service.

Should the Clerk need support or wish to retire for any reason before their appointed term is up, they should communicate this in an email or letter to the Clerk of Nominating committee.

## QUALIFICATIONS

The Presiding Clerk is a Member of a Monthly Meeting in College Park Quarter who has the confidence of Friends and who manifests sensitivity and respect for others. The Clerk should have knowledge of the Discipline and of other Quaker literature. The Clerk should be able to listen receptively, comprehend readily, evaluate comments and expressions (even silent ones), and make clear and concise statements to clarify issues. A good sense of timing is important. The Presiding Clerk also needs to be able to learn and grow in the job.

## TERM

The Presiding Clerk is nominated by the Nominating Committee and approved by the Quarterly Meeting to serve for a one-year term, starting after the Spring Quarterly Meeting. The Nominating Committee may recommend, and the Quarterly Meeting may approve extension of the Clerk's term for another year and then one more, but the maximum length of the Presiding Clerk's term shall be three years. That is, a person may serve as Clerk for no more than three consecutive one-year terms.

(Rev. March 2026)

# Assistant Clerk

The Assistant Clerk supports the Clerk in conducting Quarter business. The tasks performed by the Assistant Clerk will vary entirely depending upon the needs and abilities of the Clerk.

## RESPONSIBILITIES

1. Presides at Meeting in the absence of the Clerk.
2. Is available to the Clerk during plenary sessions for consultation and assistance (e.g., reading reports, or making announcements and helping formulate minutes).
3. Serves in the planning of Quarterly Meeting, on the Planning Committee and in general.
4. During any Zoom or hybrid business meetings, the Assistant Clerk monitors the chat and text messages, coordinates with the Zoom host to ensure audio and video connection, and alerts the Clerk to recognize Friends on Zoom.
5. At the direction of the Clerk, may assist other officers and committees in order to ensure that the work of the Quarterly Meeting is being done.
6. The Assistant Clerk is available between Quarterly Meetings for various forms of assistance; such as helping with correspondence, telephoning, and preparing agendas.

## TERM

The Assistant Clerk is nominated by the Nominating Committee and approved by the Quarterly Meeting to serve for a one-year term, starting after the Spring Quarterly Meeting. The Nominating Committee may recommend, and the Quarterly Meeting may approve extension of the Assistant Clerk's term for another year and then one more, but the maximum length of the Assistant Clerk's term shall be three years. That is, a person may serve as Assistant Clerk for no more than three consecutive one-year terms.

The Assistant Clerk serves as the Clerk when the Clerk is ill or unavailable. The Assistant Clerk joins the Clerk's table with the Clerk and the Recording Clerk.

Should the Assistant Clerk need support or wish to retire for any reason before their appointed term is up, they should communicate this in an email or letter to the Clerk of Nominating Committee.

(Rev. March 2026)

## Recording Clerk(s)

The Recording Clerks take and keep minutes of the sessions of the College Park Quarterly Meeting.

### RESPONSIBILITIES

1. Records the minutes at sessions. Minutes are normally read to the Quarter at the first of the three business sessions, and approved during the business session of the same Quarterly Meeting. If the minutes contain some noncontroversial, lengthy narrative or descriptive matter, they should be read back and approved at the final session of the same Quarterly Meeting. In general, minutes should be succinct (i.e., announcements do not need to be minuted unless the Clerk so indicates). When in doubt, the Recording Clerk should ask the Presiding Clerk to help clarify the minutes. The minutes reflect the sense of the Meeting, which is why that body needs to hear and agree to them.
2. Prepares the minutes after the Quarter in coordination with the Clerk, reproduces and distributes them electronically. They should be distributed within a month of the meeting they reflect. The minutes are made available to the Clerk, the archivist, and the other Quarterly Meeting officers, to the Committee Clerks (including Quaker Center which is an organization under the care of the Quarterly Meeting), to the Monthly Meeting Clerks, to Worship Group Correspondents, to the Clerk of Pacific Yearly Meeting, to the Clerk of Southern California Quarterly Meeting, to the Editor of Western Friend, to the Archivist, and to other appropriate parties.
3. Keeps the Minutes of the Quarter in an organized way that is secure yet accessible to those who need to see them. Send a copy to the Archivist to ensure that they are backed up in an enduring way. Minutes, documents of record, and any correspondence are available to the Quarter for five years from their date of creation, for reference, and to the successor clerk upon any change of office.
4. Serves on the Quarterly Meeting Planning Committee if called upon by the Clerk.
5. Deals with such correspondence or messages as the Clerk may request.

### TERM

The Recording Clerk serves for a one- to three-year term, starting after the Spring Quarterly Meeting.. The appointment for the coming year is made by the Spring Quarter, at which Meeting the outgoing Recording Clerk is still serving.

Should the Recording Clerk need support or wish to retire for any reason before their appointed term is up, they should communicate this in an email or letter to the Clerk of Nominating Committee.

(Rev. March 2026)

# Treasurer

## RESPONSIBILITIES

1. Serves on the CPQM Finance Committee, and helps create and monitor the budget for Quarterly Meeting activities.
2. Establishes and maintains Quarterly Meeting checking and savings accounts as needed. Ensures all bills are paid on behalf of the Quarterly Meeting.
3. Keeps Quarterly Meeting accounts for auditing and budget control purposes.
4. Advises Monthly Meetings of the guidelines for their contributions to the Quarterly Meeting budget and of the status of their accounts.
5. Serves on the Quarterly Meeting Planning Committee.
6. Prepares annual and periodic statements for Quarterly Meeting.
7. Keeps finance documentation with continuity from year to year for easy comparison
8. Ensures appropriate insurance for each event and activities.

## TERM

The Treasurer serves for a three-year term, starting after the Spring Quarterly Meeting.

Should the Treasurer need support or wish to retire for any reason before their appointed term is up, they should communicate this in an email or letter to the Clerk of Nominating Committee.

(Rev. March 2026)

# Finance Committee

## The Finance Committee

1. The Finance Committee creates and monitors the budget for quarterly meeting activities and assists in establishing per-member payments based on financial status of CPQM.
2. Assures that appropriate insurance is in place.
3. Makes recommendations on financial disbursements: i.e. scholarship donations and other expenditures: for CPQM approval.
4. Sets rates for attendance while striving to keep CPQM affordable.
5. Assists Registrar with scholarship assistance requests as needed.
6. Works with the Treasurer to ensure that needed actions are taken and records are kept in a secure way that is accessible to the Finance committee.

## TERM

The committee normally has three members, appointed for a three-year staggered term. Nominating Committee nominates a Clerk from among those members, to serve for the next year. Terms start after the Spring Quarterly Meeting.

Should a committee member need support or wish to retire for any reason before their appointed term is up, they should communicate this in an email or letter to the Clerk of Nominating Committee.

(Rev. March 2026)

# Registrars

## RESPONSIBILITIES

1. Prepares registration forms, issues announcements forms and the proposed schedule at least four weeks prior to the date of the gathering for fall, winter, and spring Quarterly Meetings.
2. Receives and organizes registrations, keeps a record of all persons attending Quarterly Meeting, and accounts to the Treasurer for expenses incurred.
3. Arrives at Quarterly Meeting early to register people as they arrive, providing a name tag to each registrant.
4. Collects fees paid and delivers them to the Treasurer.
5. Collects invoices for expenses incurred as a result of the gathering and delivers them to the Treasurer for payment -- except for the Children's and Teen's Program bills, which are handled by the Children and Teen Program Coordinators.
6. Tallies the attendance for programs, meals, and lodging.
7. Makes lodging assignments, and directs Friends to their lodging.

## TERM

These registrars serve for one- to three-year terms. Terms start after the Spring Quarterly Meeting.

Should the Registrar or Assistant Registrar need support or wish to retire for any reason, they should communicate this in an email or letter to the Clerk of Nominating Committee.

(Rev. March 2026)

# Arrangements Coordinators

Arrangements coordinator team consists of at least two people who organize events hosted by College Park Quarterly Meeting. The Arrangements Coordinators make the reservations for the space, facilities, and services needed for meetings.

## RESPONSIBILITIES

1. Find and assign spaces for in-person Quarterly Meeting sessions, including food services and child care, interest groups, committee meetings, and any other activities.
2. Arrive in time to set up meeting spaces. Be available to troubleshoot problems before and during Meetings.
3. Ensure that Technical support will be on site, including someone with experience running a hybrid meeting (if meetings are to be hybrid).

## QUALIFICATIONS

The Arrangements Coordinators need to be familiar with the facilities where the Quarterly Meeting is to be held.

## TERM

Arrangements Coordinators are nominated for a one-year term starting after the Spring Quarterly Meeting.

Should the Arrangements Coordinators need support, or need to give up responsibilities before their appointed term is up, they should communicate this in an email or letter to the Clerk of Nominating Committee.

(Rev. March 2026)

# Arrangements Supplement: Sample Timeline:

1. Monthly and Quarterly Meetings
  - a. Identify possible cooks and the services they offer. Ask about meal prices for children **and** adults. Try to negotiate for the best price.
  - b. Suggested interview questions: **Critical: Does the cook have experience handling large and diverse groups?** Does the food have broad appeal; is it “kid friendly?” Is the cook able to prepare vegetarian meals, and accommodate special dietary needs, such as gluten free, dairy free, nut allergies, etc.? Is the cook willing to use less-processed, fresh, locally grown and organic ingredients to the extent practical? Is the cook able to instruct and direct inexperienced volunteers to help them prepare meals? Does the cook have a Food Handling Safety Certificate?
2. Two months before Quarterly Meeting:
  - a. Finalize the cook’s contract including a timeline for deposit and payments, number of meals, and menu. Get an invoice to the treasurer.
  - b. Let the registrar, treasurer, and clerk of the finance committee know the cost of the meals.
  - c. Let the registrar know when you need to know the numbers for the meals.
3. A month before Quarterly Meeting:
  - a. Check with the children’s program, middle school program, and teen program to see what facilities they plan to use and when.
  - b. Use registration numbers to estimate how many attendees will be at each meal, adding 10 extra adults/teen eaters for Sat. lunch and dinner, and 5-6 extra for other meals to ensure sufficient food, and get number estimates for each meal to the cook with sufficient time for them to plan.
4. A week before Quarterly Meeting:
  - a. Verify and provide updated meal counts and dietary restrictions to the cook.
  - b. Check in with teens, middle school, and children’s programs regarding their programming needs. Assign meeting spaces and times for each group.
  - c. Give Quarterly Ministry & Spiritual Care a list of up to ten meeting spaces for worship groups.
5. At Quarterly Meeting:
  - a. Before the first corporate meeting, set up seating, as appropriate.
  - b. Return seating to its place upon completion of the Meeting.
  - c. Communicate with interest group leaders, and assign an appropriate location for each one. Prominently post the list of interest groups, locations and times.

# Ministry & Spiritual Care (M&SC)

## RESPONSIBILITIES

Broadly: Nurture the spiritual life of the Quarterly Meeting.

1. Nurture the spiritual life of the Monthly Meetings within the Quarter.
  - a. Encourage visitation among the Meetings, especially Meetings that are new, in stress, or experiencing dissension. Be ready to assist as needed. Take under its care confidential matters dealing with the Meeting communities where openness, sensitivity and discretion are called for.
  - b. Be available to assist Meetings in planning retreats, setting up religious education programs, or carrying out other activities.
2. Maintain communications with the Clerk of Quarterly Meeting regarding activities and plans for the Quarter.
  - a. Activities have included: regional meetings of Monthly Meeting M&SC Committees to deepen the spiritual life of Clerks and Committee members; retreats to discuss specific problems such as decision-making; how and when a Worship Group becomes a Monthly Meeting; or how to lay a Monthly Meeting down.
3. Stay in touch with the Board of Quaker Center, an organization under the care of the Quarter, about any management issues that need support from the Quarter.

## COMPOSITION and TERM

1. The M&SC Committee consists of six people, who need not be members of a Monthly Meeting. Each person serves a three-year term, and may be considered for additional terms. Two members are nominated by Nominating Committee each year, to provide continuity. Terms start after the Spring Quarterly Meeting.
2. Should any member of the M&SC Committee need support or wish to retire for any reason before their appointed term is up, they should communicate this in an email or letter to the Clerk of the nominating committee.

(Rev. March 2026)

# Teen Program Committee

The teen committee consists of four adult members and the teen officers. The PacYM Youth Programs Coordinator (YPC) serves ex officio on this committee. Each adult member is expected to serve as a Friendly Responsible Adult Presence (FRAP) once a year while on the committee. A background check is completed for all new potential FRAPs.

## Sample Timeline and Duties of the Clerk of the Teen Committee:

### 6 weeks before Quarterly Meeting:

The PacYM Youth Programs Coordinator (YPC) calls a planning committee meeting, and keeps notes about the schedule.

### 4 weeks before Quarterly Meeting:

Create a list of jobs that need to be done for Quarterly and communicate this list to committee members.

Assign committee members to identify FRAPs.

Provide the teen schedule to the Clerk and Registrar of CPQM.

Have the teens and Youth Programs Coordinator recruit teens and parents to register teens (each with a parent or sponsor) for Quarterly Meeting.

Work with Arrangements to assure an appropriate teen space for the number of teens expected to attend, including overnight space for teens to stay on Saturday night.

Teen Space at Ben Lomond Quaker Center has traditionally been the Casa de Luz. Teens who are not comfortable sharing sleeping space all together are expected to stay with family members.

Share teen permission forms with the registrar and email to parents/guardians to remind them to return them for their teens' participation.

### 2 weeks before Quarterly Meeting:

Confirm attendance and remind families about permission forms.

All teens attending without a guardian need a >25-year-old adult sponsor, with the sponsor form completed and given to the YPC.

Ensure that the number of FRAPs committed to be on site is appropriate for the number of teens registered and expected to attend. Safety guidelines indicate we will have a minimum of 2 FRAPs be present and aware of teen activities and locations at all times.

The FRAPs will be aware of and follow the teen committee handbook.

Communicate with adults on the committee to confirm that they have registered.

Obtain, from the registrar, a list of teens and adults registered to attend.

Communicate to the Registrar FRAP names, as they will not be charged for attendance at Quarter.

Assign snack purchaser and create snack list.

### 1 week before Quarterly Meeting:

Work with committee members to confirm FRAP schedule, and have them email guidelines to FRAPs. Guidelines are found in the Teen Handbook.

Confirm list of FRAP names to Registrars.

Communicate with other committee members to remind them to bring medical forms.

Communicate with any new or concerned parents' expectations of the program.

Typically teens set their sleep time at 11pm, with center quiet time being 10pm. Parents who have any concerns for their teens' needs are encouraged to have their teen stay overnight with them rather than in the teen room.

At Quarterly: Get copies of the schedule from the clerk for the teens (teen clerks may do this).

Teens' Quarterly Meeting schedule might be fluid but must be coordinated with teen committee.

FRAPs need to ensure teens are present and not spending undue time on phones or otherwise unconnected with Quarterly Meeting. Make sure the FRAPs are supported in their work to be constantly accessible and aware of teen programming when on duty.

Offer FRAPs breaks.

Communicate with the treasurer/YPC/YPCC about payment to FRAPs. Have the committee clerk approved and submit for reimbursement the snack purchase receipt.

Give receipts to the treasurer, get needed reimbursement from the treasurer.

Confirm all teens leave with guardians.

### **Additional teen gatherings added duties.**

The teen committee often plans other gatherings, camping, field trips and other activities, sometimes staying at Meeting Houses in different locations, such as Redwood Forest, Palo Alto, or San Francisco. Decide on meal plans ahead to save time and have meals ready at appointed times.

(Rev. March 2026)

# Children's Program Committee

This Committee develops the program for children through age 12 at each Quarterly Meeting. It arranges for a paid staff as necessary to carry out the program. It consults with Monthly Meetings, CPQM Clerk, and Arrangements Clerk regarding the program.

## COMPOSITION and TERM

The Committee consists of at least three members, with staggered three-year terms. The Committee's Clerk is nominated by the Nominating Committee. Terms start after the Spring Quarterly Meeting.

## DETAILED RESPONSIBILITIES

1. Plans a religious education program for children through age 12 who are attending sessions of the Fall and Spring Quarterly Meeting.
  - A. Follows the theme planned by the Clerk for each Quarter.
  - B. Supervises program implementation in age- and location-appropriate ways.
  - C. Evaluates the program and makes reports to the Quarterly Meeting at least annually, usually in April of each year.
  - D. Develops and maintains a committee manual with legal requirements, child development information, and a log of activities carried out with children.
  - E. Maintains a record of programs, and the children participating in each Quarterly Meeting.
  - F. Hires, supports and evaluates the Children's Program Coordinator and assistants for each age group (infants & pre-schoolers, elementary, and middle school groups, or as the Committee may decide).
4. At each Quarterly Meeting, gives the Treasurer the names of the paid staff and the amount each is to receive. Submits any bills for committee expenses to the Treasurer.
5. Seeks out and evaluates suggestions from parents and others in planning activities involving the children at Quarterly Meeting. Promotes the program among Monthly Meetings, especially to those with small numbers of children.

6. Works with the Registrar, Assistant Registrar, Arrangements Clerk, and host Meeting or staff person to understand what facilities are available for use and any areas that are to be off-limits to children unless accompanied by adults. Communicates expectations to parents, children and other adults. The Coordinator ensures that permission and medical release forms (provided by the Registrar) are on file at each Quarterly Session for each child that participates. Parents should be clearly informed of the schedule for children, including where and what time to drop off and pick up their children.

7. At the first plenary session, the Committee introduces the Coordinator and assistants for each age group, and outlines the program. The Committee encourages Friends to volunteer with the program, as needed, by providing announcements and/or sign-up sheets at the first and subsequent sessions.

8. Should any member of the Committee need support or wish to retire for any reason before their appointed term is up, they should communicate this in an email or letter to the Clerk of the Nominating Committee.

(Rev. March 2026)

# Planning Working Group

The Planning Committee is formed by the Clerk to assist in planning Quarterly Meetings -- their content, their arrangements, and the announcements about them to go to Monthly Meetings.

## RESPONSIBILITIES

1. Meets to evaluate the previous Quarterly Meeting and make plans for the upcoming one.
2. Considers suggestions for the upcoming Quarterly Meeting and decides on an appropriate theme.
3. Coordinates responsibilities for the upcoming Quarterly Meeting.
4. Ensures that the Registrar has all necessary information for registration forms.

## COMPOSITION

The Planning Committee consists of the Presiding Clerk, Assistant Clerk, Recording Clerk, Treasurer, Registrar, Arrangements Clerk, Clerk of Ministry & Spiritual Care Committee, Children's Program Coordinator, and such other clerks as the Presiding Clerk may designate.

(Rev. March 2026)

# Naming Committee

The function of this committee is to discern the needs of the Meeting, and find persons qualified and willing to serve as members of the Nominating Committee.

## RESPONSIBILITIES

1. Propose persons for appointment to the Nominating Committee who are:

Members or attenders of Meetings, acquainted with Friends in the Quarterly Meeting who can discern a spiritually appropriate group of people to serve the Quarterly Meeting. Friends seek a balance of people who strive for diversity in terms of age, gender, and geographical location.

2. As needed, talk with Friends in the Quarter (including past or current members of the Nominating Committee) regarding potential new members.
3. Propose a Clerk for the Nominating Committee.
4. Obtain the acceptance of each Friend proposed before their nomination.
5. Present the slate of nominees to the Fall Quarterly Meeting.
6. Observing the above process, fill vacancies (due to resignation, illness, etc.) on the Nominating Committee during the course of the year.

## COMPOSITION

The Naming Committee consists of at least three people who are suggested from the floor of Spring Quarterly Meeting. (The Nominating Committee plays no part in the process.) They begin their service at Spring Quarterly Meeting, and are asked to bring nominations of Friends to serve on the Nominating Committee to the following Fall Quarterly Meeting.

## TERM

Naming Committee members serve a one-year term, starting at Spring Quarterly Meeting until the following Spring Quarter when a new committee is named. If a vacancy appears on the Nominating Committee before the following Spring, the Naming Committee may be asked to find a replacement.

(Rev. April 2025)

# Nominating Committee

The Nominating Committee works to find a Clerk and members to serve on all committees of the Quarterly Meeting. It works to be aware of the pulse of the Quarterly Meeting. It considers the work needed and the spiritual gifts of the people within the Quarterly Meeting who may carry out that work.

## RESPONSIBILITIES

1. The function of the Nominating Committee is to discern the work of the Quarter, and match willing and qualified people to serve as officers, committee members, and representatives of Quarterly Meeting. It fills vacancies created by a resignation, the ending of a term of office, or an action of the Quarter.
2. It works to be familiar with the needs within the Quarterly Meeting, and writes job descriptions for all officers, committees, and representatives to fulfill those needs. It keeps job descriptions updated and posted on the Quarterly Meeting website.
3. Looks for suitable replacements for people whose term of office is ending. In doing so, Friends seek a balance of people who strive for diversity in terms of age, gender, and geographical location. Each candidate should be informed of the job description involved, and given time for discernment about whether they are willing to be nominated.
4. Prepares a list of nominees. This list should be presented at the first plenary session of the Spring Quarterly Meeting. Between the first and second plenaries, the Nominating Committee may receive comments, suggestions, or possible objections to their slate of nominees, and take appropriate action. All nominations are subject to this seasoning process. No nomination is accepted in the same business session at which it was proposed.
5. Seeks formal approval from the Quarterly Meeting for the final slate of nominees. Supplies the Recording clerk with a copy of the slate.
6. In the event that nominees are not approved, the committee finds alternate candidates to present at the next Quarterly Meeting business session.
7. When vacancies occur at a time other than the normal ending of the term at the end of the spring Quarterly Meeting, the committee finds a suitable person and presents the nomination at the next Quarterly Meeting business session.

8. Should the holder need support or wish to retire before their appointed term is up, they should communicate this in an email or letter to the Clerk of Nominating Committee.

#### COMPOSITION

The Nominating Committee consists of six people. Friends seek a balance of people who strive for diversity in terms of age, gender, and geographical location. Members should have wide acquaintance with the Members and attenders of Quarterly Meeting. The Clerk is proposed by the Naming Committee and approved by the Quarterly Meeting.

#### TERM

Nominating Committee terms are for three years, with staggered terms so that two new members are named by the Naming Committee at each Fall Quarterly Meeting. Terms begin after the Fall Quarterly meeting but end in February 3 years 4 months later, thus allowing the new members approved in the Fall to work with the out-going two Committee members at the Winter Quarterly Meeting. (At that meeting there will therefore be a possible eight members present.)

(Rev. March 2026)

## Quarterly Meeting Representative

Each Monthly Meeting nominates a representative to College Park Quarterly Meeting (CPQM). The representative provides an exchange of information between Quarterly Meeting and their Monthly Meeting. The representative is encouraged to bring ideas or concerns from their Monthly Meeting to the Quarterly Meeting.

In the winter, the Representative attends the online CPQM business meeting. In both the spring and the fall, the Representative attends the online CPQM Pre-Session Business Meetings and the in-person CPQM weekend sessions. All of these meetings are open to anyone who wishes to participate. After each Quarterly Meeting, the Representative gives a report to their Monthly Meeting.

If the Representative is unable to attend, they are requested to find someone else from their Monthly Meeting to attend in their place. The idea is that there be at least one person attending from and reporting back to each Monthly Meeting.

The Clerk of each Monthly Meeting or the Monthly Meeting's Representative informs the Quarterly Meeting Assistant Clerk (email: [cpqmasstclerk@gmail.com](mailto:cpqmasstclerk@gmail.com)) who will be serving as Representative. The Assistant Clerk of CPQM keeps an email list of all the Representatives.

Term: 1 year.

(Rev. March 2026)