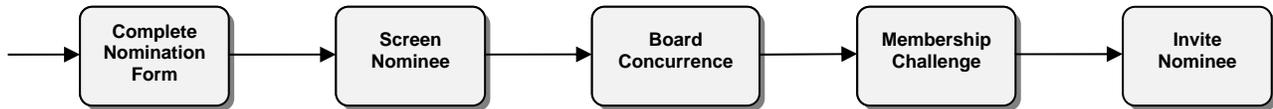


# Diablo Business Referral Network

An organization of select & well established  
San Ramon Valley Businesses

ALAMO • DANVILLE • SAN RAMON • PLEASANTON • WALNUT CREEK • DUBLIN

## Procedures for Nomination of Members



### Overview

Membership in the Diablo Business Referral Network (“DBRN”) is by invitation. Responsibility for extending the invitation is vested in the Membership. The Board of Directors, through the Membership Chairperson, has limited housekeeping responsibility in the activity of selecting new members.

### Criteria for Membership in DBRN

We are seeking men and women who have demonstrated high ethical standards and success in their businesses for a minimum of one (1) year, who are in a position to contribute referrals to the group and who are in a position to receive the benefit of referrals from the group.

### Nomination for Membership

A member may propose a candidate for membership by submitting a completed Member Nomination Form to the Membership Chairperson. The classification may be selected from any open category on the approval list of classifications, or it may be a new classification that does not overlap an existing category pending Board approval.

### Screening of Nominations by the Membership Chairperson

The Membership Chairperson will screen the nomination and either reject it for the reasons outlined below or pass it for consideration of the Board of Directors.

The Membership Chairperson may reject a nominee because of:

- ✓ Obvious conflicts with existing members in good standing
- ✓ Inappropriate categories
- ✓ In business less than one (1) year

“Inappropriate category” applies to a newly proposed classification which is deemed to be obscure, un-related to business interests of the membership at large, or materially overlapping an existing category, or controversial.

### **Announcement of Cleared Nominations**

If a nomination is not rejected by the Membership Chairperson or the Board, the nomination will be announced at the next meeting for general membership approval.

### **Challenge by Existing Member**

A member may challenge (in writing) any nomination within seven (7) days of announcement, if the member feels the nomination encroaches on his or her category.

### **Extension of Invitation**

When a candidate's nomination is approved by the Board and general Membership, the Membership Chairperson will contact the candidate and formally invite him or her to attend meetings and apply for membership. It is the Membership Chairperson's responsibility to provide the approved nominee with the a Membership Application and specific monetary and material requirements. The Sponsoring Member receives one (1) quarter dues waived for each accepted, paid new member he or she sponsors/

### **Guests at Meetings**

Some nominees will be known to a majority of members and will be consensus choices for invitation to join. Other categories may have several possible members.

Care should be taken on the part of the Sponsor in discussing the organization with a potential candidate. If the expectation is raised – rightly or wrongly – that an invitation is going to be extended, and then the invitation is not forthcoming, business and personal relationships may be irreparably damaged.