
Nominations Committee

Terms of Reference

2020-07-30

Purpose	To oversee and coordinate the process for nomination and election of Directors and monitor the implementation of the Succession Plan.
Term and Selection:	<p>The Committee shall be formed annually to serve for the year from one AGM to the next. The Committee shall consist of a minimum of three members (including the Chair) who will not be candidates in the election of Directors in the upcoming year.</p> <p>The Past President shall chair the committee. If the Past President is not available, the Board shall appoint a chair.</p> <p>Through direct communication (e.g. newsletter, CDA Bulletin, e-mail blast), members in good standing will be invited to put their names forward to serve on the Committee.</p> <p>Upon the recommendation of the Chair, the Board shall appoint the other members of the Committee and shall fill any position on the Committee that is unfilled or becomes vacant.</p> <p>The Executive Director shall be a member <i>ex-officio</i> of the Committee.</p>
Reporting	<p>Before the commencement of the elections process, the Chair shall provide a written report to the Board outlining:</p> <ul style="list-style-type: none">• Names of Committee members• List of upcoming vacancies on the Board• Recommended schedule for the nominations and elections process. <p>Before the AGM, the Chair shall provide a written report to the Board outlining the results of the nominations and elections and the status of the Succession Plan.</p>
Mandate	<ol style="list-style-type: none">1. Review the <i>Procedure for Election of Directors</i> each year, and make recommendations to the Board for revision if necessary.2. Develop and recommend to the Board, a schedule for the election process in the upcoming year.3. Oversee implementation of the <i>Procedure for Election of Directors</i> in compliance with the by-laws and Board policies.4. Seek nominations for open positions.5. Confirm that nominators and nominees meet the eligibility requirements as set out in the by-laws and policies.6. Confirm the results of any advance election and provide a written report so that the Chair can communicate the election results to the members at least 15 days before the AGM as required by the By-law.7. Review the Succession Plan and poll the various committees/working groups/coordinators to determine the status of implementation.