

Nominations Committee

Terms of Reference

Approved 2020-10-27

- Purpose** To oversee and coordinate the process for nomination and election of Directors and monitor the implementation of the Succession Plan.
- Term and Selection:** 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. The Past President shall chair the committee. If the Past President is not available, the Board shall appoint a chair.
- 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.
- 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. The Executive Director shall be a member *ex-officio* of the Committee.
- Reporting** Before the commencement of the elections process, the Chair shall provide a written report to the Board outlining:
- Names of Committee members
 - List of upcoming vacancies on the Board
 - Recommended schedule for the nominations and elections process.
- 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.
- Mandate**
1. Review the *Procedure for Election of Directors* each year, and make recommendations to the Board for revision if necessary.
 2. Develop and recommend to the Board a schedule for the current year election process.
 3. Oversee implementation of the *Procedure for Election of Directors* 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.