

NOMINATING COMMITTEE TERMS OF REFERENCE

Authority:

The Nomination Committee is a committee of the Board of Directors with reporting responsibility to the Board.

Purpose:

- To recruit, solicit and receive nominations for the election or appointment of Officers of the Society.
- To be responsible for screening applications with the goal of providing a maximum of three (3) qualified candidates for each vacant Officer position in a single year to the Board for election by the Board.

Eligibility and Composition:

- The Committee will be comprised of adult or Lifetime Members in good standing elected by the Board from the membership.
- The committee shall be comprised of three or more members.
- Any member may complete an "Expression of Interest" in a position on the Nomination Committee.
- Should the Board not elect or appoint three (3) members at the Spring Meeting or should a vacancy happen following the Spring Meeting the Executive Committee may make appointments from the membership.

Chair:

- The Chair of the Committee shall be decided by the committee members at the first meeting. The president may appoint a liaison from the Executive to the committee.
- The Chair will submit reports on the progress of the Committee as it recruits and receives potential Officers.

Members of the Nomination Committee may not:

- seek office when they are sitting on the Nomination Committee; or
- sit on the committee if an immediate family member is seeking office; or
- nominate potential candidates. Note: "immediate family member" for the purpose of this policy is defined as children, stepchildren, parents, grandparents, spouses, common law spouses, brothers, sisters, stepbrothers, step-sisters, aunts, uncles, nieces and nephews are all considered family members

Nomination Committee is Responsible to:

- seek suitable candidates for nomination by pursuing various, available avenues for recruiting potential candidates;
- ensure candidates are fully aware of what is expected of them should they be elected;

- direct interested applicants to the HCBC website to obtain an Officer Nomination package and relevant roles and responsibility description; Applications will be returned Policy #105- Dec 2019 Amended S 3 - 3 to nomination@hcbc.ca and will be checked for completeness and eligibility and then forwarded to the Nomination Committee members;
- receive completed, eligible applications from the office following the closing date;
- review as a committee all applications for Officer positions for adherence to competency and suitability requirements;
- interview all candidates using a pre-agreed to set of questions developed by the committee;
- Chair may request the office to check the candidates' social media use to ensure candidates' allegiance to the Society's Mission, Values and principles;
- narrow the field to a maximum of three (3) candidates for each vacant officer position for presentation to the Board for election;
- one month prior to the Fall Board meeting supply the Executive Director or designate with the list of selected, qualified candidates, their biographies and competency sheet from their applications for inclusion in the Fall Board Book.

Terms of Office:

- Terms of office will commence following the closure of the Spring Board meeting at which they were elected and close at the start of the Spring Board meeting in the following year.
- A member may be elected/appointed for a maximum of four (4) concurrent one-year terms.

Nomination Committee relationship with the Executive Director:

- The Executive Director will provide the Board and the Nomination Committee with a list of the Officer positions to be filled.
- The Executive Director will provide the Nomination Committee with the relevant information such as the roles, responsibilities and competency requirements for each position and a copy of the Officer Nomination package(s).
- The Executive Director will provide the Board and the Nomination Committee with timelines for the various phases of the nomination process along with the Nomination and Election of Officers Procedure.
- The Executive Director will ensure that the membership is advised by electronic means of a general call out for Nominations for the various officer positions available in any given year.
- The Nomination Committee Chair may be assisted by the Executive Director or their designate at any time during the process. In order to ensure efficiency, standards and adherence to privacy requirements staff will be responsible for all electronic and other information sent to the membership at large.

Meetings:

The Nomination Committee will meet as frequently as is needed during the time period from the call to members for nominations to the fall Board meeting and election of Officers. Policy #105- Dec 2019 Amended S 3 - 3 Nominations from the floor during the Board Meeting will not be permitted.

Election or designation of Officers:

- The Chair of the committee or designate shall act as Returning officer and conduct the election by secret ballot during the Fall Board meeting. The ballots will be collected and counted by appointed scrutineers that are staff or other non-voting members.
- Simple majority shall determine the successful candidate for each position.