

NATIONAL ORIENTATION MANUAL – POLICY & PROCEDURE

(Rev Nov 2015)

NOMINATIONS COMMITTEE

Terms of Reference

- Policy:** The Nominations Committee shall ensure that suitable candidates are nominated for vacant positions on the CCI's National Executive Board of Directors, and that such names are submitted to the members at the Institute's Annual General Meeting (AGM).
- Structure:** The Nominations Committee shall be an Ad Hoc committee of the Institute and shall consist of members in good standing. The Nominations Committee shall consist of the National Chair, who will serve as its Chair, a Past President, Chair of the National Membership Committee, Chair of the National Chapter Relations Committee, and the Chair of the National Council. The Committee shall be struck in **late May** of each year with the intent to have its meeting deliberations in mid to late August.
- If any of these identified members intend to submit a nomination for the National Executive Board, they shall be recused from participating on that year's Nominations Committee, and the National Executive shall appoint another candidate, representative of their classification.
- A quorum of this committee shall be the majority of its members present, in person or electronically (telephone, video conferencing). Members are expected to attend a minimum of one committee meeting per year.
- Term:** Committee members shall serve as such until the close of the Annual General Meeting for which they have prepared nominations.
- Confidentiality:** The members of the Committee may be privy to confidential information arising from their participation on this Committee and from other sources and shall agree that all discussions of the committee are deemed confidential.
- Committee Responsibilities:**
- The Nominations Committee shall:
- Liaise with the Secretary and President to determine who has resigned and who will be standing for re-election
 - Liaise with the National Executive Board to identify specific skills or knowledge required by the Institute of nominees to conduct CCI's business effectively

- The Committee shall determine, according to the Bylaw, what positions will be up for election (e.g. Vice-President, **and Secretary-Treasurer**, every two years)
- The Committee shall publish in June a Call for Nominations to CCI members and also publish it on the CCI National website
- The Nominations Committee will review all nominations which have been received by the National Office or the Nominations Chair between June 1st and August 1st, to ensure they are in the form specified in the Bylaws and comply with the eligibility criteria specified in said Bylaw
- In preparing its slate, the Committee shall use its best efforts to ensure that the Executive Board represents each of the Regions designated by the National Council and satisfies the skill sets identified by the Committee
- In accordance with the Bylaw, the Nominations Committee will review the nominations received and develop a proposed slate and recommend whether a formal slate or a formal election will take place at the upcoming Annual General Meeting
- Nominees to be considered for Directors-at-large positions would firstly be the members of the National Council and the National Executive, and at the option of the Nominations Committee, from the membership of CCI at large
- In years in which the Vice-President is to be elected, the committee will interview the candidates before making any recommendations; **the committee may choose to use the same process for the Secretary-Treasurer nominees**
- The committee's recommendation will be presented to the National Executive Board at its September meeting and circulated to the National Council for information.
- All members who submitted a nomination will be notified in mid-September, and those who are most qualified will be asked to submit a short biography which can be circulated to the members in early October with the complete CCI National AGM package.

~~Request to Executive, Sept 14/2015~~

- ~~□ **Future nomination cycles, candidates should be encouraged to include a resume outlining their volunteer work experiences, etc**~~
- ~~□ **Should this committee be motivating people to apply for board positions and to identify 'rising stars'? (If so, would need to strike committee much earlier and have a few more conference calls)**~~
- ~~□ **NB: need to add nominations for Treasurer to next cycle**~~