



Nominations & Elections Committee

Terms of Reference

NAME: The Committee shall be called the Nominations and Elections Committee for Directors.

STATUS: The Nominations and Elections Committee is a Standing Committee of the Board of Directors.

MANDATE: The purpose of the Nominations and Elections Committee is to set appropriate guidelines and policies for nominations for the positions of Directors as per Section 5.3 of the Association By-Laws.

The committee shall seek recommendations for nominees, and cause to be nominated suitable candidates.

MEMBERSHIP: The Nomination and Elections Committee shall consist of at least three members, of whom two shall be Directors and one Member who is not a Director.

PROCDEURES: The Committee shall cause to be electronically circulated to Members:

- (a) a notice no later than November 15th calling for nominations which shall cease no later than December 1st;
- (b) a list of nominees no later than December 5th along with a notification of the date at which ballots will be issued;

or shall cause the notice and list of names to be circulated to the Members within such time schedule as may be determined by resolution of the Board.

EX OFFICIO (NON-VOTING) MEMBERS

- Chair of the Board of Directors

RESOURCE(S)

- Membership Relations Coordinator

MEETINGS: The Committee shall meet at least twice a year.

QUORUM: Fifty percent plus one of the total voting membership shall constitute a quorum.

REPORTING: The Committee shall report to the Board of Directors as required and at the Annual General Meeting.

Approved by the Board of Directors: 13 June 2019

Reviewed by the Board of Directors: 13 June 2019