



**Nominating Committee
Mandate- Updated May 3rd, 2011**

The role of the Nominating Committee as defined in our By-Laws.

7.3 Nominations:

At least 2 months before the Annual Meeting, the Board shall appoint a Nominating Committee consisting of 5-7 representatives, each from a different club and no one a member of the present Executive.

- a) 45 days prior to the Annual Meeting the Nominating Committee shall issue a 'Call for Nominations' using any means of communication (including electronic) currently in use by each Member Club
- b) The Call for Nominations will state the method which the nominations are to be made, any requirements and state the deadline for submission is 30 days prior to the Annual Meeting.
- c) The Nominating Committee shall ensure that there is a full slate of qualified candidates for all positions to be elected by the members. The Chair of the Nominating Committee shall report to the Board of Directors at least 25 days prior to the Annual Meeting of the members, said report to include:
- d) The names of all the candidates proposed by the Nominating Committee or submitted by any Member Club, with a brief biography of each nominated Director.
- e) The Nominating Committee report will be distributed to Member Clubs 21 days prior to the Annual Meeting using any means of communication (including electronic) currently in use by each member Club.

Annual Meeting, Sunday January 15th, 2012

For the benefit of the new members to the Nominating Committee, your responsibility is to nominate only the Executive. However, in the recent past your committee has helped to recruit the balance of the Board of Directors. These names are presented to the membership at our AGM for information (not a vote).

Article 10 - Executive:

10.1 The Executive shall consist of the President, Vice-President(s), Treasurer and Secretary of the Association.

Article 9 - Directors:

9.1 Number of Directors and Quorum:

The current number of Directors is up to 15. Effective as of the Annual Meeting of January 2012 the number of Directors of the Association shall be 12, of whom one half shall constitute a quorum for the transaction of business. Notwithstanding vacancies, the remaining Directors may act in constituting a quorum, but no business may be transacted with fewer than 6 Directors

9.2 The Board of Directors: The Board of Directors is elected at the Annual Meeting of the Members

Other information – not in the By – Laws

Timing: Ideally the Chair and the Committee are appointed in the spring or early summer so committee members can keep their eyes open during the summer and broach the subject with potential recruits. The Committee needs to be confirmed by the Board in September to meet the deadlines according to the By-Laws.

Staff Resources: The Executive Director offers staff support for coordinating (all conference call) meetings.

Reporting: The Nominating Committee files their report with the Executive Director who distributes it to the membership.

The President normally serves 2 – one-year terms, (2 have served 3-year terms).

Executive Committee – in recent years has been comprised of 5 or 6 individuals plus the Past President by Invitation. The titles vary; often the Secretary is also a Vice-President.