

<b>POLICY NUMBER:</b> 2.5	<b>DATE ADOPTED:</b> Apr 12, 2011
<b>POLICY TYPE:</b> Board Process	<b>DATE AMENDED:</b> Sep 20, 2022
<b>POLICY TITLE:</b> Nomination and Election of Board Members	

**Nomination and Election of Board Members**

1. Prior to each Annual General Meeting, the Board will appoint two or more society members who are not themselves standing for election to the Board, to serve as the Nominations Committee.
2. The Committee will be responsible for considering the qualities needed for an effective board and will seek suitable members to stand for election to the Board of Directors. Although the officers of the society (President, Vice-president, Treasurer and Secretary) are elected by the Directors themselves from among their number, the Committee will look for individuals suitable and willing to serve in those positions.
  - a. The Nominating Committee will try, on a “best efforts” basis, to nominate candidates who
    - have the diverse skills the society requires
    - demonstrate gender balance
    - represent youth and community champions
  - b. The Nominating Committee will consider the following “portfolio” requirements in making its recommendations (not to be taken as rigid requirements):
    - Chair (president)
    - Finance (vice president)
    - Administration (secretary)
    - Bookkeeping (treasurer)
    - Production
    - Building
    - Marketing/Publicity
    - Resource Development
    - One or two without portfolio
3. Prospective Board members may be proposed to the Nominations Committee by the Board.
4. Nominees must agree to stand for election at least seven days before the election and confirm receipt of information about Board expectations and duties.
5. Persons standing for election to the Board must be members of the Society in good standing at least 14 days prior to the Annual General Meeting.
6. There are no nominations from the floor.
7. The Committee will use reasonable means to inform the general membership of the upcoming election and at least thirty days prior to the meeting will invite nominations or volunteers from the general membership.

8. Persons offering themselves to stand or who have been nominated by another society member should submit their information to a member of the Nominating Committee.
9. The Committee will provide each new person standing for election a summary of the role and expectations of a Director.
10. Anyone nominated must be contacted by the Committee and clearly give his/her consent to stand for election.
11. The Board will consist of no less than five and no more than ten Directors. If there are ten or fewer nominations, the candidates will be declared elected by acclamation. If there are more than ten nominations, an election will be held by secret ballot. There will be no votes by proxy.
12. If an election is required, one of the members of the Nominations Committee will take the chair during the election process.
13. It is recommended that a process be used at each AGM to provide some information about each candidate so that those present may make informed choices.
14. The Nominations Committee will be disbanded following the election.