

Nominations Committee: Terms of Reference

June 2024

Next review: 2026

Purpose

The purpose of the Nominations Committee is to:

- Administer the nomination process.
- Solicit, evaluate and qualify candidates for the positions of Vice Chair, Chair (if necessary) and Board member.
- Solicit, evaluate and recommend to the Board chairs of statutory committees (excepting the Nominations Committee).

The Nominations Committee ensures compliance with the *Professional Governance Act* (PGA) and protection of the public interest by certifying that the College conducts elections and chair appointments in a fair and transparent manner. This transparency and procedural rigour require the College to operate a merit-based nomination procedure for volunteers wishing to serve on the Board or as the chair of a committee.

Membership

- The Committee is appointed by the Board using a merit-based selection framework.
- Membership will consist of up to six (6) members including the chair.
- The Nominations Committee includes the following:
 - A target of two (2) registrants from a region outside the South Coast.
 - A minimum of one lay member not serving on the Board.
 - A chair who is the immediate Past Chair or a Board Lay member.
- The chair and registrants serve a one- (1-)year term.
 - Members can be reappointed but may not serve more than two (2) consecutive years.
- The College will make a reasonable effort to have one (1) Registered Biology Technician (RBTech) among the committee membership.
- The Board must make reasonable efforts to ensure that committee members are appointed according to the College's DEI policy.

Meetings

- Meetings will occur as frequently as required to fulfill the mandate with a minimum of two (2) meetings per year.
- Meetings will be attended by the Committee, College staff and others upon request.
- Quorum required for meetings will be a minimum of three (3) registrants and one (1) Lay member.
- Written reports may be submitted to the Executive Governance Committee or Board or may be given verbally by the chair of the Committee or designate.

Duties and Responsibilities

It is expected that Committee members will make every effort to attend meetings and prepare for meetings in advance.

All information and materials developed by the Committee will be held in confidence and will not be shared with parties outside the College of Applied Biologists, unless a formal decision has been made to communicate to external parties or organizations or unless there is a statutory requirement to do so.

Resources and budget

The Nomination Committee will operate within the budget allocated by the Board of the College of Applied Biologists. Should unforeseen expenses occur, the chair will seek authority to overextend the budget from the College's Board.

Deliverables

Process

- A fair, transparent and impartial Board election process in compliance with the *Professional Governance Act*, its Regulations and the College bylaws.
- Evaluation and qualification of nominees to be included on the ballot for Board elections.
- Evaluation and recommendation of applicants to chair position of statutory committees (excluding the Nominations Committee).
- Provide input to the Board and Committees to inform College's policies, guidelines and practices for nominations and elections.
- Collaborate with other committees as required.
- Prepare annual or quarterly reports to the Board and other committees, as required.

Strategic

- Develop recommendations for the Board on strategies and approaches to improve the nominations process.
- Provide recommendations to the Board on nominations and elections policies, standards and bylaw changes.