

CHES SASKATCHEWAN CHAPTER

Date: **April 6, 2015**

Issue: **Governance**

Subject: **Chapter Nominating Committee**

Reviewed:

Approval date:

Chapter Nominating Subcommittee

- a) Every two (2) years (even numerical years), the members will approve prior to the AGM the incoming Chair, Immediate Past Chair, Sitting Directors of the Society who are Chapter Members and the Associate/Corporate Chair to sit on the Chapter Executive Committee. At the same time the members will elect the Executive Vice-Chair. These members of the Chapter Executive Committee shall hold office for a term expiring not later than the close of the second AGM of members following the election.
- b) Members of the Chapter Executive Committee will be installed in their respective offices during the AGM. A list of the Chapter representatives sitting on National and or special sub-committees shall also be presented to the members at that time for information.
- c) The Immediate Past Chair shall become the Nominating Sub-Committee Chair to serve for the ensuing two years. The Nominating Sub-Committee shall consist of the Immediate Past Chair and three Chapter members at large who are in good standing. The Immediate Past Chair shall select the remaining members of the sub-committee subject to the approval of the Chapter Executive Committee. The Chapter Executive Committee shall fill any vacancies which may occur in the Nominating Sub-Committee.
- d) The time schedule for election procedures is as follows:
 1. At least six (6) months prior to an AGM, the Nominating Sub-Committee Chair shall issue a call for nominations.
 2. Five (5) months prior to the meeting, a second call is to be issued.
 3. Nominations are to be in the nominating sub-committee Chair's hands four months prior to the meeting, at which time nominations close.
 4. The nominating sub-committee Chair's shall collect biographies and statements from each nominee and prepare a ballot. The ballot shall be provided to the membership three months prior to the meeting.
 - a. Ballots shall be returned not later than two months prior to the General Meeting.
- e) The Nominating Sub-Committee shall prepare a list of additional nominees to provide regional and/or discipline representation to be included on the ballot with the nominees from the membership. The Sub-Committee's candidates shall not be identified in any way.
- f) Nominations shall be submitted by at least one Chapter member and the nominee must signify his consent to the nomination in writing. A member of the Chapter who is eligible to hold office in the Chapter may nominate himself for an office(s). For a nominee to be eligible for more than one office, he is required to state an order of preference for the offices.
- g) Elections shall be conducted by ballot, and counted under the supervision of scrutineers which will be appointed by the Chapter Executive committee from the Chapter membership at large. Confidentiality of ballots will be maintained.
- h) The Chair of the Nominating Sub-committee shall not vote in the election except in the case of a tie. In the case of an equality of votes for any office or position, the Nominating Sub-committee Chair shall cast the deciding vote.