



# BCLA Board Nominations Committee

## Terms of Reference

*Approved by the BCLA Board: February 26, 2021*

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### **MANDATE**

To ensure that the BCLA Board has an adequate number of members interested in joining the BCLA Board of Directors.

### **RESPONSIBILITIES / OBJECTIVES**

The Nominations Committee seeks out and encourages members to participate on the BCLA Board. Every year the Nomination Committee prepares a slate of candidates interested in serving on the Board and recommends the slate to BCLA members.

Once a slate is prepared it is added to the Call for Nominations notice and sent to the BCLA list.

Should an election be necessary the Committee Chair communicates with the successful and unsuccessful candidates as soon as possible after the election.

The Incoming President introduces the full new Board at the AGM.

The Chair of the Nominations Committee works closely with the Executive Director to ensure notices are distributed on time.

The Nominations Committee follows all guidelines set out in [Bylaw 8](#) of the Association's Bylaws.

### **DELIVERABLES**

A full slate of BCLA members interested in joining the BCLA Board of Directors and filling the upcoming Board vacancies.

### **COMPOSITION**

The composition of the Committee is determined by the BCLA Board Executive. The President and Executive Director serve on all Board Committees.



## **RESOURCES AND BUDGET**

n/a

## **TIMELINES**

The Nominations Committee, working with the Executive Director, prepares a slate of candidates to announce to the Membership. The slate of candidates is distributed to the membership with the first call for additional nominations. The first call for nominations tells members that they have two weeks to prepare and submit any additional nominations. All nominees must be BCLA members and have three other BCLA members support their nomination. BCLA staff will prepare a nomination page and link annually. A second call for additional nomination is sent to members one week after the first call, reminding members that there is one week left to nominate a Board member. At the end of two weeks the nomination process is closed.

If an election is necessary, the staff will prepare an electronic ballot that is distributed via the member-only list. One week to prepare the ballots and elections process. One additional week for voting.

New Board members need to be notified a minimum of one week before the AGM.

With these times in mind, the Nominations Committee needs to have a full slate prepared a minimum of six weeks prior to the AGM. This timeline allows for an election as well as for time for staff to prepare needed announcements and a ballot.

## **TYPE OF COMMITTEE**

The Nominations Committee is a Standing Committee to the BCLA Board of Directors. [Bylaw 15.2](#) states that a Standing Committee is responsible to the Board for specific work or function.

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