

# **Cal South Nominations Committee**

## **Official Policy**

The Cal South Nominations Committee makes recommendations regarding the candidacy for the Cal South Board of Directors and Committee appointments. It is guided by the principle of approving the nominee(s) that meet the outlined set of requirements and have the best qualifications to fill these volunteer positions.

### **Purpose:**

The Cal South Nominations Committee may make recommendations to the Cal South Board of Directors regarding the candidates for the Board. In addition, the Nominations Committee recommends to the Cal South Board the appointment of chairs, deputy chairs, committees and committee members.

### **Activities:**

Each calendar year, the Nominations Committee issues a call for nominations for vacancies on the Cal South Board of Directors. Nominations are to be submitted by Associate Executive Members. The Nominations Committee seeks a broad regional and professional representation that fills areas of need on the Board and candidates that best serve the ideals of the Cal South mission and vision.

### **Structure of the nomination committee:**

The committee shall be composed of at least three (3) Board members of the Cal South Board of Directors and at least one (1) member at large. No committee member may be standing for election and the committee may include the Past President, with the Cal South Chief Executive Officer or his designee serving as the Nominations Committee staff liaison.

The Board of Directors shall establish the Nominations Committee and from that group the Board will select a Chairperson. This appointment will take place following the Annual AGM of each year. The Chairperson shall plan the work of the committee, so that a slate of nominees shall be presented to the Cal South Board of Directors no later than 50 days prior to the AGM.

The Chairperson will develop the nominations calendar in consultation with the Chief Executive Officer. Critical dates include:

- Nominations Committee meets and identifies future openings on the Board of Directors.
- All Board members with expiring terms shall be contacted to inform them that their term is expiring.
- Public announcement and call for nominations. The nomination announcement shall be posted on the Cal South website.
- Nominations Committee shall recommend a slate of candidates to the Cal South Board.
- Approval of candidates by the Board of Directors.

Once the committee is appointed, the Chairperson will set a meeting date and distribute the following information:

- Verify the election timeline and submit to the Board of Directors for approval.
- Current Board of Directors list with term expiration dates.

- Nominations Committee procedures.
- Statement of Board of Directors responsibilities.
- Board of Directors nomination forms.
- List of potential candidates.

### **Nomination selection process:**

The Nominations Committee is responsible for submitting to the Board of Directors the qualified slate of candidates to run for open positions of the Board of Directors. Nominees selected as candidates must:

- Meet the eligibility requirements to run for that prospective position.
- Meet and fill board composition needs that contribute positively to the Cal South vision.
- Be nominated by a Cal South Board Member or an Associate Executive Member in good standing.

### **Eligibility Requirements:**

- Nominated by an Associate Executive Member and in good standing.
- Successfully pass all Cal South Risk Management requirements and completion of Cal South Conflict of Interest Disclosure form(s) prior to acceptance of nomination.
- Possess no undisclosed conflict of interests within Cal South or commitment to dissolve any and all existing conflicts with bodies or activities governed or sanctioned by Cal South while serving.
- Pre-existing involvement in the affiliation and/or promotion of outside competing entities of Cal South may be considered as a basis for ineligibility.

### **Contacting potential candidates:**

The Chairperson (or designee) will call the candidates to ask if they will accept the nomination. The Chairperson (or designee) will also address the following areas with each candidate:

- Explanation of the duties and responsibilities of the office.
- Provide an explanation of our conflict of interest and full disclosure policies and supply the candidate with the appropriate forms and deadline to be submitted to the Corporate Office.
- Compliance with the Cal South Risk Management policy.
- The deadline for the candidate to accept or decline the nomination and the submission deadline in which their biographical statement and photo will be due.

### **Wrap-up:**

The Chairperson of the Committee prepares a final report that will be submitted to the Board of Directors outlining the work of the Committee. The final report shall include the names, business affiliation and term of each nominee.