



**NADD ONTARIO**

**NOMINATION COMMITTEE**

**TERMS OF REFERENCE**

**PURPOSE:** To implement the electoral functions of the Board of Directors of NADD Ontario in accordance with the By-Laws, and facilitate the filling of all vacancies as deemed necessary.

**ACCOUNTABILITY:** The Committee is accountable to the Board of NADD Ontario.

**FUNCTIONS:**

1. to maintain an up to date Board Map which records the rotation of terms for Directors on the Board and any vacancies created by departing Directors
2. to seek nominations from the Membership for candidates to stand for election to the Board of Directors, circulating prescribed Nomination Forms to the Membership by first week of February of each year
3. or, for mid-term vacancies, to identify eligible candidates to fill interim positions in consultation with the Board and as determined by the compositional needs of the Board
4. to approach eligible nominees and ascertain their interest and availability
5. to obtain brief bios from confirmed candidates to circulate with election notices
6. to circulate prescribed Election Ballots to the Membership by mid-March of each year
7. to tally the election results no later than 30 days prior to the AGM and prepare statement for Board Secretary to circulate with AGM Notice to the Membership
8. to present the slate of the elected Board for confirmation by the Membership at the Annual General Meeting of NADD Ontario
9. other such tasks as may be relevant to the Committee's purpose. These may include for example, preparing policies and procedures, and updated templates for nomination, election, and AGM notices

**MEMBERSHIP:** The Chair of the Nomination Committee will be the Immediate Past President of NADD Ontario. The Nomination Committee will be composed of the Chair and two members of the Chapter who are not Directors of the Board and who are not running for positions on the Board.

**OPERATIONS:** The Chair will conduct the operations and assign tasks in accordance with the By-Laws of NADD Ontario, and within the time frames required to meet AGM obligations and Board functioning requirements.

Adopted 09/21/2007