

Terms of Reference Nominations Committee

Purpose

To administer, oversee, and safeguard the process for selecting regulated members of Council by ensuring nominations, eligibility assessment, elections, and acclamations are conducted fairly, transparently, and in accordance with the CPSA Bylaws and Council-approved policy.

Membership

The Committee will be comprised of up to 5 members, and all are voting members:

- 2 regulated members from Council
- 2 public members from Council
- 1 past Council member (either a regulated member or public member)

The term for membership is one-year, with the opportunity for re-appointment to a successive year, with no limitation of the number of consecutive years.

The Chair of the Committee will be a regulated member from Council.

To note:

- Members of the Executive Committee are not eligible to participate on the Nominations Committee.
- The Governance Committee will aim to achieve an equal balance of public members and regulated members when recommending committee membership to the Council.

Authority and Accountability

- The *CPSA Governance Structure and Committees Policy* categorizes this Committee as a Council/Standing Committee¹.
- The Nominations Committee does not have authority to direct the Registrar.
- The Nominations Committee makes recommendations to Council.

¹ The Governance Committee has waived the 3-year membership term for this Standing Committee to prioritize senior and more experienced Council members who may have less than 3 years remaining on the Council (Governance Committee, November 6, 2024).

Roles and Responsibilities

The Nominations Committee is responsible for making recommendations to CPSA Council on the following topics/policies/processes:

1. Develop and maintain a list of competencies that candidates for CPSA Council should aspire to and/or have.
2. Provide analysis on the competency gaps on Council for each election year.
3. Assist with the development of communications plans with the aim of recruiting regulated members to regulated member vacancies on CPSA Council.
4. Review and assess CPSA Council nominees using eligibility requirements and the competency framework.
5. Recommend a slate of CPSA Council candidates to stand for election to Council.
6. Review and advise on the process for Council member selection.

Confidentiality

- All written materials and discussions related to decisions made at the meetings of the Committee are confidential except any information deemed necessary to communicate with stakeholders.
- All members are required to sign a Confidentiality and Non-disclosure Agreement.

Meetings

Frequency

- The Committee meets at least once and up to three times in the Spring of each year to review submissions to the nominations process. Another meeting will be held in Fall to evaluate the process used and develop an annual report to Council.

Procedures

- The Nominations Committee may determine procedures to be used at its meetings.
- The Committee may meet in person, by teleconference or by any other communications technology that permits all persons participating in the meeting to communicate with each other.

Decision Making

- Quorum is as per the Bylaws.
- Committee recommendations must be made by motion.
- A majority vote of Committee members present and not abstaining from voting at a meeting decides a vote.

Records of the Committee

- Minutes shall be recorded for all meetings and will be approved by the Committee at its next meeting. Minutes will be made available to all Council members through an online records-sharing portal.
- The Committee will report to Council at least annually regarding its activities.
- Any items requiring approval by Council will be brought forward at the next Council meeting as a recommendation from the Committee.

Subcommittees

- The Nominations Committee may from time to time, as required, recommend the formation of working or project groups to achieve time-limited work.