



**Embroiderers' Association of Canada, Inc.**  
**Association canadienne de broderie, Inc.**

**NOMINATING COMMITTEE POLICY AND PROCEDURES**

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## NOMINATING COMMITTEE POLICY AND PROCEDURES

The role of the Nominating Committee shall be to recommend candidates for positions on the Board of Directors of EAC. The Nominating Committee shall be independent of the Board of EAC. Term of office for elected positions commencing with even years, and for appointed positions commencing with odd years.

The Nominating Committee shall be deemed to be dissolved immediately upon its report at the Annual General Meeting.

### Guidelines

The role of the Nominating Committee shall be to recommend candidates for election to the following positions on the Board of Directors of EAC: President, Vice-President, Secretary, Treasurer, Education, Membership, Communications and two (2) Regional Directors.

Appointees of the Board of Directors (Librarian, Archivist, Heritage Collection, Correspondence Registrar, Course Manager, Youth, Webmaster, Sampler Registrar, Editor of *Embroidery Canada* magazine, Government Compliance, Accounting Consultant, Education members at large) will be recommended by mutual consent of the Director to whom they report and the Chair of the Nominating Committee.

An interview shall be conducted by a member of the Nominating Committee as well as the Director to whom the Appointee will be reporting to. If possible, this interview shall take place using both voice and video technology.

Each person nominated must be a current member of EAC and have been a member for at least two years prior to being nominated. All Officers and Directors must be nominated and seconded by two other current members of EAC.

Should a member of the Nominating Committee accept nomination for a position, that person shall immediately resign from the Committee, and be replaced by an alternate Board member or alternate member-at-large as related to the resignation.

The Nominating Committee shall attempt to ensure that the list of candidates for election is geographically representative of the membership.

The Nominating Committee shall request a current (not more than five (5) years) criminal/police record check (CRC) for candidates that will be dealing directly with finances: President, Secretary, Treasurer, Membership Director and Correspondence Registrar. The Youth Appointee shall be required to have a Vulnerable Sector check completed.

A letter asking that the criminal record check fee be waived will be supplied by the Past President to each candidate. Any costs incurred will be covered by EAC for successful applicants. See Schedule 1 for a definition of a CRC, Schedule 2 for fee waiver letter sample.

The Nominating Committee shall inform all candidates in the November prior to elections whether or not their nomination has been recommended. Failure to recommend a nominee to take a position shall not be indicative of a finding of unsuitability and should not be regarded as such. Candidates shall have the right to request the reasons for their omission from the list of recommended candidates, and those reasons shall be provided by the Nominating Committee on a confidential basis.

## The Nominating Committee

The Committee for elected members shall consist of:

- The Past President, who shall act as Chairperson,
- Two past members of the Board of Directors, (one from each of the Atlantic Central and Prairie Pacific regions), and
- Two members of EAC who are not members of the Board

The Committee for appointees shall consist of:

- The Past President, who shall act as Chairperson, and
- The Director to whom the appointee reports

In the event that the Past President is unable to chair the committee, the Board of Directors shall appoint a member of the Board as chair.

The responsibilities of the Chairperson are:

- To choose the members of the Nominating Committee
- To ascertain that s/he has in her/his possession:
  - i) An updated membership list
  - ii) Job descriptions for each position on the Board
- To maintain contact with all members of the Nominating Committee in order to complete the steps necessary to present the recommendations of the committee to the Board and to the members of EAC
- To receive ballots, appoint two scrutinizers and record the count of the ballots following an election (for officers/directors)

## The Process

In the year prior to elections, the Nominating Committee shall:

- Contact all Board Directors after the first year of their term to ascertain whether or not they are able to fulfil the remaining year of office and have an interest in running for a second term
- Identify a preliminary list of prospective candidates for positions to be filled at the next election. These prospective candidates are requested to submit a nomination form with seconders, in the same manner that all other nominations are put before the Nominating Committee for consideration.
- Forward Guidelines to Chapter Presidents, asking them to submit names of prospective candidates for Board positions to the Chairperson. Nomination forms will be sent to prospective candidates.
- Place notices in four successive issues of *Embroidery Canada* asking members and Chapters to submit names of prospective candidates for Board positions to the Chairperson in the form prescribed
- Post notice on the EAC website beginning in March and continuing until the deadline for nominations
- The deadline for nominations will be October 1<sup>st</sup> in the year prior to elections/appointment
- Ensure that all nominations and supporting documentation are sent to each member of the Committee for consideration
- Interview each new nominee through electronic means where possible. This shall be conducted in one interview. An alternative will be provided should this method not be available (telephone/in person). A Facilitator along with a minimum of two members of the Nominating Committee, as well as the nominee will be present for the interview.

- Once interviews are complete, the committee members shall meet via electronic means (alternative by use of email) to finalize its recommendations
- If, in the judgement of the Nominating Committee, there is not a qualified nominee for the position, the Chairperson will submit a recommendation on behalf of the Committee that the position not be filled, but that the Board appoint a person, or persons, on a temporary basis, and from time to time to execute the function of the position until a qualified person may be named. The Nominating Committee shall actively look and canvas for applicants.
- Present a report at the fall Board meeting following the deadline for nominations
- Publish its recommendations in the first issue possible, following the Board meeting, of *Embroidery Canada*

### Elections (Table Officers/Directors)

If more than one candidate is recommended for any position, the Nominating Committee shall:

- Place a mail ballot (which may be photocopied) and candidate information in the first issue possible, following the fall Board meeting, of *Embroidery Canada* in the year of an election. That the names for the acclaimed positions appear in *Embroidery Canada* in the same issue as the contested positions. Include information regarding electronic ballots on the website. With regards to voting for Regional Directors, mail-in ballots to indicate that only members of the region may vote for the candidate in their region.
- Candidate information, mail ballot (which may be printed) and electronic ballot are to be placed on the EAC website. With regards to voting for Regional Directors, electronic ballots to include safeguards so that only members of the region may vote for the candidate in their region.
- Direct the Chairperson to take all necessary steps to ensure the fairness of the balloting
- Present the slate as elected to the Annual General Meeting
- In the event that there is no more than one qualified candidate recommended for a position after the deadline, the candidate will be declared elected by acclamation

With respect to **Appointees**, the Chairperson and the interviewing Director will make recommendations to the Board.

## SCHEDULE 1 Criminal/Police Record Checks

EAC members will be responsible for obtaining a Criminal Record Check (CRC) by virtue of the job they do for the Association.

A Criminal Record Check will be required in some circumstances. In some jurisdictions people working with children must obtain a Vulnerable Sector Check.

The applicant completes the form required to request a Criminal Record Check from the Canadian Police Information Centre through their local police department. CRCs can be processed while you wait but may take up to a month to obtain.

A fee is often involved, although it varies according to the jurisdiction. A letter from EAC asking for the fee to be waived (by virtue of the fact that EAC is a non-profit organization) will be provided by the supervising Board official, although the applicant is responsible for paying whatever fee is levied, but successful applicants will be reimbursed.

The original Criminal/Police Record Check is to be forwarded to the supervising Board official for verification and will be returned to the individual.

A valid Criminal/Police Record Check will be required for EAC's purposes every five (5) years.

Criminal/Police Record Checks are required for:

- President, Secretary, Treasurer, Membership Director and Correspondence Registrar
- The Youth Appointee shall be required to have a Vulnerable Sector check completed.
- Youth Embroiderer Chapter Leaders and assistants shall be required to have a Vulnerable Sector check completed.
- Seminar Chairs, Treasurers and Registrars
- Anyone handling money on behalf of EAC