



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

Nominating Committee Policy and Procedures

Purpose

To search out, screen, interview and fill vacant positions within the organization. The role of the Nominating Committee shall be to recommend candidates for positions on the Board of Directors of EAC/ACB and appointees. The Nominating Committee shall be a working group, ideally independent of the Board of EAC/ACB. The nominating committee will be created as required when nominations are necessary for any vacant position. It is the mandate of the Nominating Committee to scope prospective applicants. The Nominating Committee shall be deemed to be dissolved immediately upon its report at the Annual General Meeting.

Guidelines for Board of Directors

The role of the Nominating Committee shall be to find and recommend candidates for election of all positions on the Board of Directors of EAC/ACB: President, Vice-President, Secretary, Treasurer, Education Director, Membership Director, Communications Director, Chapter Director and Individual Member Director.

Each person nominated for a position on the Board of Directors must be a current member of EAC/ACB and have been a member for at least two years before being nominated. All Officers and Directors must be nominated and seconded by two other current members of EAC/ACB.

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 and Treasurer.

The nominating committee chair will prepare a letter asking that the criminal record check fee be waived for each candidate. For successful applicants, EAC/ACB will cover any costs incurred. See Schedule 1 for a definition of a CRC.

The Nominating Committee shall inform all candidates before the AGM whether or not their nomination has been recommended. Failure to recommend a nominee to take a position shall not indicate 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.

Nominating Committee

The Committee for elected members shall consist of:

- A past member of the Board of Directors to act as Chair
- Past or current members of the Board of Directors , and
- At least one member of EAC/ACB who is not a member of the Board

In the event that there are no past members of the Board able to assume the Chair, the Board shall appoint a member of the organization to chair the committee.

The responsibilities of the Chairperson are:

- To choose the members of the Nominating Committee
- To ascertain that she/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 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) as required.

Process

In the year before elections, the Nominating Committee shall:

- Contact all Board Directors midway through their two year term to ascertain whether or not they 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 their nominators' contact information and signatures, along with a biography and photo.
- 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.
- Post a notice in *eThreads* of upcoming positions to be filled on the Board. Post a notice on the EAC/ACB website of upcoming positions to be filled on the Board Present a report at a Board meeting on the status of nominations. 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. Every effort will be made to accommodate the needs of nominees who have disabilities. An alternative will be provided should this method not be available (telephone/in person). The Chair 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 their recommendations.
- If in the view of the Chairperson the recommended person is qualified for the recommended position, a report shall be submitted to the Board outlining the qualifications of the prospective director and a motion shall be made to the Board of Directors to approve the nomination to the Board.
- If, in the judgment 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 canvass for applicants.
- Once a nomination has been accepted by the Board, it will then be announced at the AGM and the new slate of Officers and Directors voted upon.
- Announce the Board decision in *Embroidery Canada* and *eThreads*.

Elections: Officers/Directors

If more than one candidate is recommended for any Officer or Director position on the Board, the Nominating Committee shall:

- Place an electronic ballot (which may be photocopied) and candidate information in the email notice for the AGM. Include information regarding electronic ballots on the website. Candidate information, mail ballot (which may be printed) and electronic ballot will be placed on the EAC/ACB website.
- Direct the Chairperson to take all necessary steps to ensure the fairness of the balloting.
- Present the slate of the incoming Board to the Annual General Meeting.

Guidelines for Appointees

Appointees to the Board of Directors will be recommended by mutual consent of the Director to whom they report and the Chair of the Nominating Committee.

Each person under consideration as an Appointee must be a current member of EAC/ACB and have been a member for at least two years before being recommended.

Nominating Committee

The Committee for appointees shall consist of:

- A past member of the Board of Directors who shall act as Chair
- The Director to whom the appointee reports

Process

In the year before the end of their term, the Nominating Committee Chairperson shall:

- Contact all appointees after the first year of their term to ascertain whether or not they are willing/able to fulfill the remaining year of office and have an interest in running for a second term.
- Identify a preliminary list of prospective candidates for appointee positions to be filled. These prospective candidates are requested to submit a nomination form with their nominators' contact information and signatures.
- Post a notice in *eThreads* for upcoming appointee vacant positions.
- Post a notice on the EAC/ACB website for upcoming appointee vacant positions.
- The Chairperson shall ensure that all nominations and supporting documentation are received for consideration.
- An interview shall be conducted by the Chairperson and the Director to whom the Appointee will be reporting. If possible, this interview shall take place via an online meeting or if not available, by telephone.
- Once interviews are complete, the Chairperson and the Director to whom the Appointee will be reporting shall meet via electronic means (alternative by use of email) to finalize its recommendations.
- If in the view of the Chairperson and appropriate Director the recommended person is qualified for the recommended appointee position, the Director responsible for the Appointee position shall submit a report to the Board of Directors outlining the qualifications of the nominee(s) with a recommendation to approve the appointee to the Board.
- The Director to whom the Appointee will report shall inform the recommended individual whether or not their recommendation has been approved.

Schedule 1: Criminal/Police Record Checks

EAC/ACB members will be responsible for obtaining a criminal or police record check (CRC) by virtue of the job they do for the Association.

A CRC 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 CRC 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. The applicant is responsible for paying whatever fee is levied, but applicants will be reimbursed. A letter from EAC/ACB asking for the fee to be waived (by virtue of the fact that EAC/ACB is a charitable, non-profit organization) will be provided by the Nominating Committee Chair.

The original CRC is to be forwarded to the EAC/ACB president, or for the president's check, the secretary, for verification. The President/Secretary shall make note that the CRC was submitted and in good order and return it to the individual.

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

CRCs are required for:

- President, Secretary, Treasurer
- Anyone handling money on behalf of EAC/ACB