

<b>Policy Title</b> <b>Nomination Committee and Election of Board Members</b>	<b>Policy Type</b> <b>Governance</b>		<b>Policy Number</b> <b>G-400</b>
	<b>Date Adopted</b>	<b>1 July 2018</b>	<b>Revision Date</b> <b>As Needed</b>
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**Policy Statement/Rationale**

The Nominating Committee is established for the purpose of finding candidates to stand for election to the Board of Directors of the BTG with a view to ensuring its good governance and the achievement of its objects.

**Procedures/Responsibilities/Expectations**

- 1 Prior to each Annual General Meeting, the Board will appoint the Past President and two (2) or more BTG members, who are not themselves standing for election to the Board, to serve as the Nominations Committee.
  - 1.1 The Past President will chair this Committee.
- 2 The Nomination Committee will publish a call for nominations via Newsletter, BTG website, and social media venues no later than June 1 of the current year.
- 3 All Board of Director positions, with the exception of Past President, become vacant on June 30<sup>th</sup> of the current year.
  - 3.1 The Nomination Committee may establish a form to be used for submitting nominations to the Board positions.
- 4 Any BTG member may submit a nomination.
  - 4.1 The nomination must be supported by at least 2 BTG members.
- 5 Prospective Board candidates may be proposed to the Nominations Committee by the Board.
- 6 The Committee will use reasonable means to inform the general membership of the upcoming election by June 1<sup>st</sup>
- 7 The Committee will make available to each new person standing for election a summary of:
  - 7.1 the role and expectations of a Director; and
  - 7.2 the specific Board of Director position for which they are willing to stand.

- 8 If a particular Board position is uncontested, the incumbent is ruled to be acclaimed.
  - 8.1 If there is a second candidate for a particular Board position, an election will be held by secret ballot.
  - 8.2 Any proxy vote must comply with the expectations laid out in the Bylaws (See "Proxy Voting" Section II-G in BTG Bylaws)
- 9 If an election is required, the Chair of the Nominations Committee will take the AGM chair during the election process.
- 10 If there are any nominations from the floor, the nominee must:
  - 10.1 be present to give consent, or
  - 10.2 available by telephone to give consent, or
  - 10.3 have already given clear written consent to a member of the Nominating Committee before being added to the slate.
- 11 All nominees will be given the opportunity to address the AGM so as to outline their strengths for the filling the position
  - 11.1 This address will be no longer than three minutes,
  - 11.2 Addressing the AGM will be in alphabetical order.
- 12 The Nominations Committee will be disbanded following the election.

**Approved by Motion recorded in minutes of: 2 May 2018**

**Recorded by: Nancy Garrod**

**Position: Secretary**

**Review: As Needed**