

NOMINATIONS COMMITTEE TERMS OF REFERENCE

Reports to:

The committee reports annually to General Council

Terms of Reference (as set out in the CMA Bylaws 12.4.1 and 12.4.2):

12.4.1 The primary task of the Committee on Nominations shall be to recruit and secure strong balanced leadership for the Association. In particular, the duties of the Committee on Nominations shall be as follows:

- (a) to issue a call to all members, divisions and affiliate societies not less than 9 months prior to the next AGM for nominations for the following elected positions in the Association: President-Elect, Speaker and Deputy Speaker of General Council, directors, the Chair of the Committee on Ethics and all members of the committees on Ethics and Nominations. The call for nominations shall also include, subject to vacancies arising; up to 2 members of the Governance Committee, up to 2 members of the Audit and Finance Committee and 1 member of the Appointments Committee. Only nominations received at least 5 months prior to the AGM or made by the Committee on Nominations as in 12.4.1(e), shall be eligible for presentation to General Council by the Committee on Nominations;
- (b) to interact with divisions and affiliates to seek and encourage nominations that reflect the diversity and demography of the physician population, specifically with a sensitivity to age, gender, and cultural and regional balance, and the requirements of the Association regarding the specific vacancies to be filled;
- (c) to establish and maintain a process to enable nominees to indicate their eligibility and commitment;
- (d) to establish a process to ensure that all nominees for the position of director understand and agree to commit to the responsibilities of the office;
- (e) to select nominations only from those placed before it through the process referred to in these bylaws or in the Association's Operating Rules and Procedures. In the event that no eligible nominations for any position are placed before it, the committee may select a nominee of its choice;
- (f) to submit, at its discretion more than 1 nomination for any position to General Council; and
- (g) in carrying out the above duties to ensure that the Association's requirements concerning eligibility for nomination set forth in Section 12.2 and the rules and procedures for nomination contained in the Association's Operating Rules and Procedures are followed.

12.4.2 The report of the Committee on Nominations shall be provided to each delegate to General Council at least 15 days before the meeting of General Council and shall be presented to General Council. Any additional nominations received by the Committee in accordance with these bylaws and the Operating Rules and Procedures shall then be presented to General Council.

In addition to those terms set out in the bylaws, the committee (or a subset) may assist in the search and selection process by interviewing potential candidates as appropriate, or answer questions of candidates for select positions (e.g., President-Elect) to further explore interest and manage expectations.

The committee shall also maintain the confidentiality of documents and committee deliberations.

Membership:

- 1 member from each province/territory
- 1 member representing the affiliate societies
- 1 resident member
- 1 student member
- all elected by General Council
- Immediate Past-President (Chair)

Term: 1 year

Quorum: 10 members

Secretariat: Governance Services

Meetings: The work of this committee is conducted electronically. Teleconferences as required.

(* See GOV 19-5B for draft interview guides)

NOTE: Diversity themes are included in the mandate above, as currently outlined in the bylaws. The Committee may wish to entertain a discussion on the various elements of 'diversity' it would like to recommend be included (or considered) as part of the criteria for search and selection specific to CMA positions to reflect the diversity and demography of the physician population including culture, region/ jurisdiction, age, gender, ethnicity, religion, sexual orientation, persons with disabilities, areas of practice, critical thinking, etc.

[Last updated October 2019]