

## Nominations Committee Terms of Reference

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**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/AGM, 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 12.3,3(a), 12.3.4(a) or 12.4.1(e), shall be eligible for ratification by General Council;
- (b) to interact with divisions and affiliates and the membership 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, including seeking candidates who are willing to serve two consecutive three year terms;
- (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) 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 elections. 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:**

12.1.1 General Council shall elect the members of the Committee on Nominations, which shall be comprised of:

- 1 member from each province/territory
- 1 member from the affiliate societies
- 1 resident member
- 1 student member
- Chair of the Appointments Committee
- Immediate Past President of the Association who shall chair the Committee on Nominations.

The process and rules for making nominations for election to the Committee on Nominations shall be contained in the Association's Operating Rules and Procedures.

**Term:**

The term of office shall be 3 years, renewable once except for the resident member and student member of the Committee on Nominations which shall be 1 year, renewable twice. The Past President shall have a term of 1 year.

**Meetings:**

The Committee on Nominations shall meet at the request of the Board of Directors [Bylaw 12.2.1]. The work of this committee is conducted electronically. Teleconferences as required.

**Quorum:** 10 members

**Secretariat:** Governance Services

*[Last updated October 2020]*