



**Association of Professional Geoscientists of Ontario
Nomination Committee
Terms of Reference**

Mandate

- The Nomination Committee is a Standing Committee of Council of the APGO and is responsible for soliciting and receiving nominations for elections to Council and to prepare and submit a slate of nominees for all positions open on Council as required in By-law No. 8 - Elections

Functions and Responsibilities

- Determine the need to fill vacancies on Council
- Actively solicit and receive nominations for potential candidates from the membership of the Association
- Prepare and recommend a slate of nominees, giving due consideration to the composition of Council as required by the Act, the Regulations and the By-laws, and the geographical distribution and field of geoscience practice of the nominees

Outcomes and Deliverables

- Periodic reporting to APGO Council on findings and progress of the Committee
- Provide an annual formal report to the Council submitted to the Executive Director and Registrar by February 28 following the December 31 year end

Operational Considerations

- Meetings of the Nomination Committee will be held annually or more frequently as required
- Minutes of meetings shall be prepared and delivered to the Executive Director and Registrar of the APGO and to Committee members within 30 days of said meeting being held
- Resource requirements, both from a manpower and funding perspective, should be produced, at minimum, annually in conjunction with the annual budgeting process
- The business of the Committee shall be conducted in accordance with By-Law No. 1
- All actions and decisions of the Committee are subject to review at the next meeting of Council

Status and Authority

- The Nomination Committee is a Standing committee of the APGO as noted in By-Law No. 7, Standing Committees of Council
- The Committee reports to Council through its Chair

- The Nomination Committee shall operate within the terms of the Act, and its By-Laws
- Recommendations and decisions of the Committee will be by consensus
- The Committee's term is open ended

Composition/Organization

- The Nomination Committee, in accordance with the APGO By-Law No. 7 is to be comprised of (but not limited to):
 - The past president
 - Two (2) members of the Association who are not members of Council
 - One (1) elected councillor
 - The executive director (sitting ex-officio)
 - The Chair shall be the past president
- Nominations shall be conducted in accordance with By-law No. 8
- Appointments to committees shall be for a term of two years, unless otherwise specified by Council, subject to the need to maintain continuity of at least 50% of committee members in any given year
- The term of the members of the committee will generally begin in June of the year appointed, coincident with the Annual General Meeting of the APGO. In the event that replacements or additions to the committee are made after the AGM, the term expiry should be set to coincide with the next closest 2 year June date, ie. If appointed in February 2009, set term to June 2011, if appointed in Nov 2008, set term to June 2010
- A majority of the committee members constitute a quorum
- In the event of a vacancy on the Nomination Committee, the Executive Committee of APGO, in consultation with the Chair of the committee, may appoint an immediate replacement to the committee

Review

- The Terms of Reference of the Nomination Committee will be reviewed at least once every three years

References

- Professional Geoscientists Act, 2000
- APGO By-Laws No. 1 - Business
- APGO By-Laws No. 7 - Standing Committees of Council
- APGO By-Laws No. 8 - Elections