

**Editors' Association of Canada/Association canadienne des réviseurs**  
**National Nominations Procedures**  
**Effective date: August 2014**

**National nominating committee**

As required by s. 5.08 of Bylaw No. 1 (2014), the national nominating committee consists of a chair, who is a director of the association, and one representative of each branch.

- The chair of this committee is normally the past president of the association.
- If the past president is unable to serve or is not a director on the national executive council, the national executive council may appoint another director as chair.

A member of the national nominating committee may stand

- as a candidate for election to the national executive council, or
- as a candidate for appointment as a branch officer, or
- as a candidate for appointment as chair of a national committee.

In such a case, the member is expected to withdraw from the national nominating committee and be replaced by another representative of his or her branch.

**Nominations**

The national nominating committee coordinates the nomination process.

The committee must accept all nominations for any position made in response to its call for nominations as long as the candidates are eligible under Bylaw No. 1 (2014) of the association and are willing to stand.

The committee may also recruit candidates for positions.

Self-nominations are permitted.

Further nominations are accepted at the final call for nominations held at the annual general meeting.

**Supporting documents**

The national nominating committee prepares a number of documents in support of the nomination process. These documents include a fact sheet and a call for nominations.

- The fact sheet explains the nomination and election process. It also refers members to position descriptions, including responsibilities, typical time commitment, and other relevant information.
- The call for nominations includes a deadline that allows members at least 30 days to nominate a candidate.

The committee also encourages all candidates to provide brief, accurate and informative election statements for inclusion in the call-to-meeting package for the annual general meeting. Each statement should cite the candidate's

- experience as an editor,
- branch or twig affiliation,
- activities as an association member, and
- contributions to the association if elected.

## **Timeline**

The national nominating committee normally begins active recruitment four months before the annual general meeting.

The committee normally compiles the list of candidates and their election statements six weeks before the meeting.

This election material is included in the call-to-meeting package sent to members before the annual general meeting.

## **Candidates for election to the National Executive Council**

Members of the association elect directors to the national executive council at the annual general meeting. Directors serve staggered two-year terms.

The national nominating committee may recruit more candidates than there are vacant directorships for any given year.

The national nominating committee is not required to operate by consensus.

In addition to preparing a slate of candidates for election as directors, the national nominating committee prepares a second slate indicating which office or portfolio each

director is interested in assuming. Because these roles are appointed by the national executive council, this second slate is for information only.

### **Committee appointments**

Chairs for national committees are appointed annually by the national executive council. A chair is usually appointed to the same position for a second year.

Candidates for chair positions are announced at the annual general meeting and appointed at a subsequent meeting of the council.

### **Vacant positions**

If a position on the national executive council or a national committee remains vacant after the annual general meeting, the national nominating committee is expected to continue recruitment until all positions are filled.

Under section 10 of the Articles of Continuance of the association, the national executive council may appoint an eligible member of the association to a vacant position on the national executive council to serve until the next annual general meeting.

### **Revisions**

Substantive revisions to these procedures must be ratified by a vote of the association's national executive council.