

British Columbia Institute of Agrologists

Nomination Committee - Terms of Reference

1. Committee Establishment

The British Columbia Institute of Agrologists' (BCIA) Nomination Committee ("Committee") is established in accordance with Section 26(1) of the *Professional Governance Act* (SBC 2018) ("PGA") and the BCIA Bylaws ("Bylaws") as amended from time to time.

2. Mandate

- Identify and recruit qualified BCIA Registrants to put their names forward for the BCIA Council ("Council") during periods of succession or sudden absences; and
- Identify and recruit qualified lay persons to put their names forward for a position on one of the BCIA standing committees.

3. Functions and Responsibilities

In compliance with Section 32(2) of the PGA, Council authorizes this committee to:

- Adjudicate all nominations received for persons put forward for election or appointment to either Council or a statutory committee in accordance with the selection principles outlined in Section 25 of the PGA;
- Provide to Council a list of nominees who, after adjudication, are recommended by the Committee to stand as candidates for election or appointment; and
- Conduct an annual review of the nomination process, and make recommendations to Council for any revisions that may be identified.

4. Terms of Reference Amendments

- The Chair of the Committee or the BCIA Governance Committee may submit recommendations for amendments to Council for consideration; and
- Council may make amendments to the Terms of Reference in consultation with the Committee.

5. Membership

- The Committee shall not exceed 12 members consisting of up to three (3) lay members and up to nine (9) BCIA Registrant members in good standing;
- Council shall appoint the Chair and Members of this Committee;
- Upon enactment of Section 32(7)(c) of the PGA, all candidates for the Chair of the Nomination Committee must be vetted by members of the Committee, with specific attention to the merit-based selection principles found in Section 25(1) of the PGA;
- BCIA Counsellors are prohibited from being a member of this Committee.

6. Reporting and Communications

- The Committee shall record minutes of its meetings and submit draft minutes to Council within 14 days of each meeting, with the final minutes to be provided to Council after acceptance at the next meeting of the Committee;
- An annual written report outlining the activities of the Committee shall be provided to the Chief Executive Officer ("CEO") of BCIA by the Chair at least 31 days prior to the scheduled date for the BCIA AGM;
- Upon request, provide updates to the BCIA Communications Working Group for updating Registrants on activities and issues;
- The Chair shall communicate Committee business to Council; and
- The BCIA office is responsible for the storing of records and information related to and from this Committee.

7. Terms of Office

- Committee membership shall be for a term of two (2) years from the date of their respective appointment by Council;
- Committee members may serve a maximum of three (3) consecutive terms for a total of six(6) years unless Council grants an extension of a member's tenure.
- Appointments of members shall be staggered to ensure overlap of newly appointed and second-term members.

8. Quorum

- A simple majority, which must include at least one (1) lay member, shall constitute a quorum of the Committee.

9. Decision Process

- The Committee shall strive to conduct its general business by consensus. For any matters that require a specific decision such as recommendations to Council for legislative or Bylaw amendments, the Chair shall call and record a vote of the Committee members; and
- The Chair shall not vote except in the event of a tie vote of the Committee members.

10. Meetings

- The Committee will hold meetings at the call of the Chair either in person or by electronic means. The Chair shall consider the travel and weather challenges faced by Committee members when choosing dates for Committee meetings.

11. Annual Work Plan and Budget

- An annual work plan including tasks, recommended amendments or changes, resources required, timelines and requested budget will be determined by the Committee and submitted by the Chair prior to December of each year to Council for consideration;
- The BCIA CEO must approve any amendments to an approved budget greater than one thousand dollars prior to expenditure; and
- Required legal services outside of services available from the BCIA's in-house legal counsel must be specified in the annual work plan for specific work activities or approved by the CEO or President of the BCIA prior to initiating outside legal advice requests.

12. Staff Contact and Roles

- The Registrar or Deputy Registrar of the BCIA may participate in meetings of the Committee; and
- At the request of the Chair to the CEO, the BCIA staff may be approved to support the Committee as required.

13. Succession Planning

- Within the Annual Work Plan outlined above the Chair shall advise the BCIA Nomination Committee and the CEO, of each Committee member(s) term expiration date.