

Nominations Committee Terms of Reference

Council Approved: January 20, 2016

Council Revised: April 28, 2022

Purpose

The Nominations Committee (NC) oversees general and special elections of Elected Officers, pursuant to Article 5 of BCNU's Constitution and Bylaws.

Composition

- Chairperson: The members of the NC will elect a chairperson from amongst the committee members.
- Vice Chairperson: The members of the NC will elect a vice chairperson from amongst the committee members.
- Five (5) Members: Elected by the delegates of the Annual Convention in the year prior to the general election cycle.
- The committee is assisted by appointed legal counsel and staff support, both of which who are not voting members of the committee.

Term of Office for Committee Members

- Committee Members are elected at the Annual Convention, in the year preceding the general election cycle.
- The term will be three (3) years, commencing September 1st and ending August 31st.
- To be eligible, candidates for the NC
 - Must be a member in good standing;
 - May be a steward; and
 - Must not hold a position as Provincial Executive Officer or Regional Council Member, Regional Executive Member, full-time steward, enhanced disability management rep, or regional steward-at-large.

Duties

Nominations Committee Chairperson:

- Set and conduct the meetings of the committee according to agreed upon rules of order.
- Prepare and present a committee report and recommendations to PEC and Council.
- In the absence of the chairperson, the vice chairperson will assume the responsibilities of the chairperson.
- Review the Terms of Reference annually.

Nominations Committee:

- Recommend timelines for elections to Council for approval prior to the call for nominations.
- To determine eligibility of all candidates for the Provincial Executive Committee and for Regional Council Members.
- To implement the procedure for obtaining nominations for the offices of the Provincial Executive Committee and for Regional Council Members.
- To advertise, prior to close of nominations, for candidate(s) for any office for which no nomination has been received.
- To prepare and present the ticket of nominations for the offices of the Provincial Executive Committee and for Regional Council Members to the President and Chief Executive Officer.
- To establish candidate responsibilities and rules governing election campaigns.
- To conduct and oversee the election and report the results of the election to the President.

- To establish rules and procedures concerning the filing, receipt, investigation, resolution, determination and remedying of any complaints from Members regarding an election process (Election Complaints), subject to the approval of Council.
- To receive and investigate Election Complaints from Members.
- To resolve any Election Complaints received, as the Nominations Committee considers appropriate.
- To determine, upon investigation of an Election Complaint, whether there has been a breach of applicable rules or responsibilities and, if so, to determine an appropriate remedy.
- To attend, as provincially funded observers, at any Convention.
- The investigation, resolution, determination and remedying of Election Complaints will be conducted in accordance with the applicable rules and procedures set out in the Policies and Procedures as adopted by Council.
- All decisions and determinations of the Nominations Committee regarding candidate eligibility or Election Complaints are within the Nomination Committee's sole discretion, and will be final and binding.

Conflict of Interest and General Guidelines

- NC members will not state a political preference or endorse in any way a candidate in any provincial or regional BCNU election.
- Where there is a conflict of interest or a perceived conflict of interest the committee member will step down from the committee or abstain from the committee discussion and decision as appropriate.

Committee Members Attending Conventions

- Attend as provincially funded observers, at any Convention.

Jurisdiction/Governance

- The Nominations Committee will report to Council as needed.
 - **Responsible:** Nominations Committee Chairperson
 - **Accountable:** Council
 - **Consult:** Council, Members, Legal, staff
 - **Inform:** Council, Members, Staff

Resources & Budget

- The NC is funded according to BCNU financial policies and based on the annual budget approval.
- Staff Resources: The Chief Operating Officer (or designate), the Director of Communications (or designate), and any other staff including but not limited to the IT and Communications departments, as needed.

Meetings / Communications

- The NC will meet at the call of the chairperson.
- The NC will meet at the close of nominations, at the Annual Convention, and as necessary.
- Communication will be in-person, by tele/videoconferencing, and by email.
- Responses to candidates or member questions will be within 24 hours during the election period and will be within 72 hours outside of an election period.

Related Policies/Bylaws

Bylaws:

Article 5 - Elections

Policies:

Policy 5.4.6 – Nominations Committee Roles and Responsibilities

Policy 5.4.7 – Nominations Committee Election Process