

Nominations Committee Terms of Reference

Revised: January 2016

Council Approved: January 20, 2016

Members/Composition

Five members who are elected by the delegates to the annual conventions of the union in 2016 and every three years thereafter.

Term of Membership

- The term shall be three year team.
- Committee members must be members in good standing and hold no other office of the Union.
- They may be union stewards.

Purpose

To conduct elections of the BCNU and assume responsibility for all aspects of a fair and transparent election process.

Guidelines

1. Committee members shall not state a political preference or endorse in any way a candidate in any provincial or regional BCNU election.
2. Responses to candidates or members questions will be within 24 hours during the election period.
3. Where there is a conflict of interest or a perceived conflict of interest the committee member shall step down from the committee or abstain from the committee as appropriate.

Resources and Budget

- The Committee is funded according to BCNU financial policies and based on the annual budget approval.
- Staff resources: The Executive Director of HR & Operation (or designated), the Director of Communication (or designated) including but not limited to staff from IT and Communication. Staff shall be appointed to assist the nomination committee and not voting members of the committee.

Role of the Chair

- Conduct meetings of the committee according to agreed upon rules of order.
- In the absence of the chair the vice chair shall assume the responsibilities of the chair.
- Reports to council through a council liaison who is not a voting member of the committee.

Role of the Council Liasion

- A Council Liasion appointed by Council, shall assist the Nominations Committee as an advisor.

Duties of Committee Members

- To rule on the eligibility of all candidates for elected office and membership on the council.
- To implement the procedure for obtaining nominations for the offices of President, Vice President, Treasurer and the Executive Councillors.
- To obtain candidates(s) for any office for which no nomination has been received.
- To prepare and present the ticket of nominations for the offices named in the BCNU bylaws.
- To conduct and oversee the election and report the results of the election to the President.
- To receive complaints from union members with regard to an election process.
- To investigate, resolve, and remedy complaints regarding the election.
- To attend the annual conventions and the provincial bargaining conference and oversee the candidates speeches at the convention.

Governance

- The committee shall elect a chairperson from amongst themselves.
- The committee with the assistance from staff, shall follow standard meeting protocols.
- A quorum of the committee shall be three.
- A meeting shall be convened at the call of the chair or at the request of three members of the committee.

Meetings / Communications

- The committee shall meet upon the close of nominations and at the annual convention of the Union and as necessary.
- The committee shall communicate by phone, email or in person.
- The committee shall respond to a phone call or email of the chair within 24 hours (during the election period) and within 72 hours (outside of the election period).
- Provide the Council with a timeline for the election for approval by that body prior to the call for nominations.

Related Policies/Bylaws

BCNU Bylaws 4.03 and 4.04
Germaine Report

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