

Nominating and Elections Committee

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Short Description

The Ontario Chapter's Nominating and Elections Committee is responsible for soliciting and preparing a slate of candidates (at least 2 per open position) for the executive board annually. The committee is responsible for arranging the vote (usually electronic) and count ballots for the election. Normally, Ontario Chapter elections will occur electronically prior to the AGM. The committee will meet approximately 4-6 months prior to the AGM to begin to solicit nominations, present the slate of candidates, and set the election day.

Bylaw Description

The 3-member Nominating and Elections Committee, selected by the Executive Board (Article VII, Section 1) of the Ontario Chapter, shall prepare a slate of at least 2 candidates for each of the elective positions, namely: President-Elect, Secretary, Treasurer and 2 additional Executive Board members[s] from the Chapter voting membership.

CLAUSE A - All nominees must be Voting Members (Article IV, Section 2A) or agree to become voting members of the Society, if elected.

CLAUSE B - Prior approval shall be obtained from said candidates.

CLAUSE C – The nomination slate, including candidate biosketches, shall be submitted to the membership at least 30 days prior to balloting.

CLAUSE D - Additional nominees may be added to the Nominating and Elections Committee's slate upon the signed support of 1 or more member(s), provided prior approval has been obtained from each nominee. Such nominees may be added to the Nominating and Elections Committee's slate up to the time of the election.

CLAUSE E - A member may be elected for no more than 2 consecutive terms in the same elective position.

Committee Membership

All OCTWS committees should strive to include all members interested in participating and attempt to include students and professionals from multiple industries where possible. Committees do not have to include members of the executive but will report to the executive.

Normally, the elections committee will be made up of outgoing members of the executive or members of the executive not up for election (e.g., Incoming President, Outgoing President etc.). However, additional membership on this committee from general members is encouraged and could be helpful soliciting nominations.

Minimum Number of Committee Members: 3

Committee Structure

Most OCTWS committees will consist of a chair and members. Chairs can appoint minute takers or other committee roles as deemed necessary.

The nominations committee will have a chair appointed by the President and other members will serve at the chairs discretion.

Committee Duties

- Review the OCTWS bylaws to understand the election process and positions
- Determine positions needed to be filled annually
- Put out a call for nominations over email and through social media channels
- Consider strategic solicitations of members for contacting to ask them to run
- Prepare a document with bios for the slate of candidates for distribution
- Send reminders to membership to vote
- Count the votes
- Report the results of the election to the President once the count of ballots is completed for announcement at the election
- Complete an annual report for presentation at the election (record candidates names and positions, number of ballots received, etc.)

Time Commitments/Meeting Schedule

The nominating and elections committee will usually only be active for about 6 months of the year leading up to the election. The committee will meet as the chair determines, but members should expect at least one virtual meeting followed by email communication between committee members.

Reporting Requirements

Annual reports are due approximately 14 days prior to the OCTWS AGM or at the discretion of the President. Annual reports should include a review of committee tasks over the year including a roster of committee membership. Additional reporting should be made by email to the President and Secretary for reporting to the executive at monthly meetings.

Committee Membership History

Year	Position	Name
2021/2022	Chair	Don Barnes
2021/2022	Past president	Matt Dyson
2021/2022	President elect	Matt Furst