

Terms of Reference

Name of Committee	Nominating Committee
Purpose of Committee	Responsible for the preparation of the slate of candidates for the election of Officers.
Committee Structure	<p>Chair: Past President & Outgoing Past President (remain on committee until slate has been prepared)</p> <p>Participants: One representative from each of the following:</p> <ol style="list-style-type: none"> 1. Atlantic 2. Québec 3. Ontario 4. Manitoba and Saskatchewan 5. Alberta, Northwest and Nunavut Territories 6. British Columbia and Yukon <p>Term: 3 year term, renewable for 1 term. Staggered expiration terms:</p> <ul style="list-style-type: none"> • Year 1: Atlantic & Manitoba/Saskatchewan; • Year 2: Quebec & Alberta/ Northwest and Nunavut Territories; • Year 3: Ontario & BC/Yukon. <p>Frequency/type of meeting: Teleconference as required</p> <p>Ex-officio: Chief Executive Officer</p> <p>Representatives shall be appointed by the Board of Directors.</p>
Duties and Responsibilities	<p>Nominations must reach the Chair of the Nominating Committee at least 120 days before the Annual General Meeting.</p> <p>The committee prepares the slate of nominations and reviews the final ballot before it is released to the members.</p> <p>In the event that any office is not filled as a result of the mail and/or electronic ballot, the Nominating Committee shall submit the name of at least one (1) nominee for the office not filled, for election at the Annual General Meeting.</p>
Budgetary and Other Authorities	CSMLS staff oversee any budget attached to the initiatives
Reporting Relationships	Accountable to the CSMLS Board of Directors