

College of Fellows Selection Jury

Terms of Reference

Approved: September 7, 2017

1. Authority

The College of Fellows Selection Jury (FSJ) is a jury of the Canadian Institute of Planners, authorized by the Board of Directors.

2. Mandate

The FSJ is mandated to provide continuity and consistency in promoting and recognizing members' outstanding contributions to planning in Canada by:

- encouraging the nomination of Fellows;
- reviewing nominations for membership in the College of Fellows; and,
- recommending candidates for designation as Fellows of the Institute.

3. Appointment

FSJ members are appointed by CIP's Board of Directors or designates, and have combinations of experience in professional practice or academia. At least five members of the FSJ are Fellows in good standing of CIP. Any non-Fellows selected for the jury will be MCIP members in good standing.

4. Composition

CIP is dedicated to providing meaningful volunteer opportunities and is committed to representing diversity. CIP will strive to include representatives from each of seven regions in Canada – British Columbia/Yukon, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, and the Atlantic Provinces (Nova Scotia, Newfoundland and Labrador, Prince Edward Island and New Brunswick). The number of members is not set and may vary from year to year.

5. Terms

A juror's terms of office is two years, twice renewable, contingent upon satisfactory completion of a previous term, to a maximum of six consecutive years.

If a juror is unable to participate in the process for one year they are able to postpone one of their years. CIP is responsible for tracking juror's terms.

6. Responsibilities

The jury will adhere to the College of Fellows Nominations Guidelines document. Any questions related to this, shall be directed to the CIP Executive Director.

The tasks of the FSJ are to:

1. encourage nominations of outstanding planners from across Canada in an inclusive manner;
2. review each completed dossier;
3. recommend nominees for election as Fellows based solely on outstanding professional accomplishments and nationally significant contributions to Canadian planning; and,
4. present recommendations to the Board of Directors of CIP for ratification.

The President of CIP informs new Fellows that they have been elected. An induction ceremony is held at the annual national CIP conference. If an inductee cannot attend the conference, an alternative venue for the presentation will be found.

Jurors have the following responsibilities:

- Mandatory attendance at each meeting;
- Detailed familiarity with the qualifications required to become a Fellow; and,
- Direct any inquiries regarding the jury's decisions to the Chair.

7. Meetings

The College of Fellows Selection Jury shall meet at least once a year, as scheduled.

Each meeting shall have an agenda, prepared by the Chair or their designate, distributed five days in advance of the meeting.

Each meeting will include a review and declaration of any real or perceived conflicts of interest.

Annually, the jury will review its guidelines and terms of reference.

Jury members are responsible for scheduling/initiating meetings, circulating meeting material and taking notes (posted on the SharePoint page).

8. Quorum

A majority of the jury members shall constitute a quorum for the transaction of business at all meetings.

9. Voting

Each jury member shall have one vote at all meetings, and all questions shall be decided by a simple majority of votes cast.

10. Level of Commitment

Generally, each jurist member will be required to:

- Prepare for and attend meetings
- Follow-up on assigned items within deadlines
- Have detailed familiarity with the qualifications required to become a Fellow
- Direct any inquiries regarding the jury's decisions to the Chair

- Use the CIP intranet (SharePoint) to collaborate on jury related initiatives
- Participate in training for use of technology when applicable (web conferencing, SharePoint etc.)

12. REPORTING

Recommendations by the jury for new inductees to the College of Fellows, will be sent to the Executive Director, to be reviewed and considered by the Board of Directors.

On matters related to CIP office support, communication is through the CIP staff liaison.

SHAREPOINT

The SharePoint site can be accessed through the CIP membership portal using your CIP login credentials. Each jury has a personalized site. Jurists are responsible for updating and maintaining the site.

CLARITY CONFERENCING

Jury members are responsible for scheduling/initiating meetings, circulating meeting material and taking notes (posted on the SharePoint page). Please ensure coordination with the CIP office, as the call-in information is the same for the Honours and Awards Committee:

Dial-in: 1.866.613.5223

Conference Access Code: 8874391

POLICIES

CIP GOVERNANCE POLICY AND PROCEDURE MANUAL

- **CIP CODE OF ETHICS**
- **CONFLICT OF INTEREST POLICY**
- **COLLEGE OF FELLOWS NOMINATIONS GUIDELINES**
- **FELLOWS SELECTION JURY INFORMATION**

