

## NOMINATION POLICY AND PROCEDURES

### 1.1 NOMINATIONS

#### PURPOSE

This policy sets out nomination procedures for candidates for election to the National Board of Directors of CIP. These policies and procedures are subject to the provisions of CIP bylaws. If there is any conflict between these procedures and the bylaws, the bylaws prevail.

#### POLICIES

##### 1.1.1 Eligibility

Any individual in good standing may be nominated to a specific position on the CIP Board of Directors by any Voting Member in good standing of CIP provided that they meet the eligibility criteria for the position.

To be eligible for election, nominees must:

- Be members in good standing of CIP (membership is not required for Director at Large positions).
- Meet specific experience and qualification requirements as set out by the Board of Directors.
- Have the support of a minimum of five Voting Members in good standing who meet the requirements for nominators.

##### 1.1.2 Election Coordination

The CIP Nominating Committee shall coordinate the nomination process by reviewing candidates for nomination and declaring the slate of candidates for election by the membership.

#### PROCEDURES

1. The Nominating Committee shall publish a call for nominees at least **48 days (May 2, 2017)** prior to the next annual meeting of members. The Nominating Committee may use the services of CIP staff in ensuring that candidates meet the **Director Qualifications**.
2. Nominees must provide the following information to the Nominating Committee:
  - a) Completed Nomination Papers
  - b) Short Biography with picture; (250 words)
  - c) Letter of Interest demonstrating how you meet the minimum qualifications requirement and the reason(s) why you are seeking a Director position on the CIP Board of Directors.
  - d) Nominator's Statement of Support with names and signatures of a minimum of five Voting Members in good standing supporting the candidacy, in accordance with the Bylaw.
  - e) LinkedIn Profile link (if available)
3. During the nomination period, the Nominating Committee will review candidates for eligibility and update the list of candidates on a regular basis. Nominations will be received until **May 10, 2017**.

4. In reviewing the nominees, the Nominating Committee will ensure that:
- (a) The candidates fulfill the criteria for nomination
  - (b) The candidates understand the election process
  - (c) The candidates understand their responsibilities as Directors; and
  - (d) The candidates are willing and able to serve their term if elected.

Current Directors whose term is expiring may stand for re-election in the same manner as other candidates.

5. At least **30 days (May 19, 2017)** before the voting deadline (**June 18, 2017**) the Nominating Committee will declare a slate of candidates for election as Directors using the names of the individuals responding to the call for nominees.
6. The Board will review this policy on an annual basis.

## SAMPLE NOTICE - CALL FOR NOMINATIONS

### CIP BOARD – ELECTION

Members are hereby advised that the following positions are open for election to the CIP National Board of Directors for the 2017 – 2018 period.

Position	Term – Years
1. Directors from each geographical region (7) Region 3: Saskatchewan Region 4: Manitoba	3 year term
2. Director, Academic (1)	3 year term
3. Directors at large (1)	3 year term

Individuals interested in submitting their names for the vacant positions should fill out the Nomination Papers and send it to the Chair, Nominating Committee at [board@cip-icu.ca](mailto:board@cip-icu.ca) by **no later than May 10, 2017, 3:00pm EST.**

Individuals who are at least 18 years of age and a resident of Canada, and who have consented to the nomination and will commit to supporting the mission, vision, values and strategic directions of the Canadian Institute of Planners, may put their name forward for a position for which they are eligible. All nominees must meet the minimum qualifications as set out in the Bylaws and Board policy. Individuals may only submit their names for one position per election.

Membership voting for Directors will be provided by electronic means prior to the next annual meeting of members, ending **June 18, 2017**. The votes shall be tallied and results announced at the annual general meeting for ratification by voting members present at the meeting.

## NOMINATORS

Each nomination must be supported by a minimum of five CIP members in good standing who are RPPs, MCIPs, or LLPs, except for the following:

Nominations for the position of Director, Academic must be supported by a minimum of five CIP members in good standing who are Full-time faculty members of an accredited Canadian university planning program.

Full details are provided on the forms and guidelines which are attached. If you require further clarification of the process, please contact: [admin@cip-icu.ca](mailto:admin@cip-icu.ca).

Forms will be accepted at the CIP Office until 3:00pm ET on **Wednesday, May 10, 2017** – by email or regular mail. Any forms received after this deadline will not be accepted. For additional details, please consult the CIP Bylaws.

## **1.2 ELECTION PROCESS**

### **PURPOSE**

The Canada Not for profit Corporations Act requires that the membership of an organization elect its National Board of Directors at a meeting of members.

### **POLICIES**

1. The Directors comprising the Board of Directors of CIP shall be elected as required by an ordinary resolution of members entitled to vote in accordance with the bylaws and the Canada Not for profit Corporations Act (herein referred to as the “Act”).
2. To comply with the requirements of the Act that Directors be elected at a meeting of members by those present at the meeting, the election of Directors may be accomplished by an electronic vote of all members in advance of the meeting of members to establish a slate of candidates, whose election will be ratified at the annual meeting of members by those in attendance.

### **PROCEDURES**

1. After the nomination deadline (**May 10, 2017**), the Nominating Committee shall declare a slate of candidates for election to the Board at least **thirty days (May 19, 2017)** before the voting deadline (**June 18, 2017**).
2. The CIP Office will provide each voting member with a package by e-mail containing the following information:
  - a. a copy of the slate of candidates for election to the Board of Directors
  - b. notice of the voting deadline
3. The voting members shall cast their electronic vote online, on or before the voting deadline (**June 18, 2017**).
4. The votes shall be tallied and results announced at the annual general meeting for ratification by those present at the meeting.