

HORSE COUNCIL BC

NOMINATING Committee Terms of Reference

The nominating committee shall be a standing committee of the board of directors appointed at the AGM or a board of directors meeting for the following year to search for and recruit members for the Executive Committee, and for the three positions of Director at Large. The committee is responsible to the board of directors as a whole and then only that proper procedures are followed. The committee shall be free from political influence.

The committee shall be comprised of three members who are not running for a position in the elections. The committee should be comprised of a past president, an executive past or current member not seeking election and a board member not seeking election. If there are no qualified willing members from this group then selection for the committee will be from the membership at large. The committee shall appoint a chair among them selves

Job descriptions for each position must be provided to the committee including skill and knowledge/experience requirements

If there is no qualified willing member of the Board available for positions requiring special expertise up to two Executive positions may be filled by appointment by the Directors.

It is the responsibility of the committee to ensure the potential candidates are fully aware of what is expected of them should they be elected to the executive committee. For example, the nominating committee should be very clear about the number of meetings, whether expected to chair a committee or be a member of one or more committees, and if expected to speak at functions or attend any functions that require a dress code. These things should be carefully and fully explained.

Directors at large:

All nominees must be current HCBC senior members, nominations must have a nominator and 5 supporting signatures of current HCBC members. Nominations must also include a brief biography of no more than 250 words, failure to meet these renders nominations void. 2 year terms, max as per constitution. Call 90 days, bios and ballots 60 days, close 20 days to allow travel.

NOMINATING PROCEDURE:

For Executive positions:

- The call for Nominations shall go out to the Board of Directors and the Nominating Committee 60 days prior to the meeting at which the election is to take place.
- Job Description for the Executive positions are to be available on the HCBC website.
- The nominating committee will contact Directors, to see who is interested in letting their name stand for the available positions.
- Directors may also contact the Nominating committee to indicate their interest.
- One or more candidates can be put forward for each position, if more than one candidate is put forward for the same position they shall be listed in alphabetical order.
- The Nominating committee will present the slate eligible for election to the Board of Directors, and call for nominations from the floor.
- Once nominations are closed, the chair of the committee shall conduct the election by secret ballot and the ballots will be collected and counted by nonvoting members.
- Simple Majority shall determine the winner for each position

For Directors at Large:

- One position shall be elected in even years, and two positions in odd years
- The call for nominations shall be made by the HCBC President, or Nominating committee chair 90 days prior to the Directors meeting at which the election is to be announced.
- A nomination form, which will include the nominee's name, address, HCBC membership number, nominator and space for 5 supporting signatures along with their HCBC numbers shall be posted on the HCBC website.
- Nomination forms, and brief (250 words or less) biographies of the nominees must be received by HCBC office no less than 60 days prior to the meeting at which the election results are to be announced
- Ballots and Biographies are to be posted on the HCBC website no less than 55 days prior to the meeting.
- Members shall have 35 days to cast their votes, voting will close 20 days prior to the meeting.
- Votes will be counted by one Executive member, one staff member, and one general member
- Elected Directors at Large will be notified of their success no less than 15 days prior to the meeting, to allow for travel to be arranged so they can attend the meeting.

Job descriptions:

President:

Secretary:

Treasurer:

VP Competitions:

VP Industry:

VP Recreation:

VP FEI Disciplines:

VP Education

**NOMINATING COMMITTEE REPORT
FOR THE FALL 2003 ELECTIONS
By Gord MacKenzie**

My experience with nominations for the elections left me less than satisfied with how the process went.

The main problem was the absence of an approved procedure policy for the committee. If there was one no one could find it for me.

I was faced with recommendations and opinions from various people, which might have been right but often, were conflicting and I had no policy to fall back on to make decisions.

The other thing that came apparent was that even though we have thirty plus board members it is not always easy to find the right people with the needed expertise and that are willing to stand for election. I feel it is important with an organization as large as ours it is important that we have the right people with the needed expertise to manage and guide the organization. I feel we should consider amending our bylaws to allow us to go outside the board for candidates if we do not have the expertise on the board and those with are willing and able to stand as we do with the treasurer. I would suggest this option only be available after every board member has been contacted and it is established the expertise is not there or the willingness to stand for election is not there.

In order to improve our process I have drafted a nominating committee process policy for your consideration and strongly recommend the we accept it as written or modify it as required but that we deal with it at this meeting so we do not have a repeat of what I went through at the last election. Remember this is the last board meeting before our fall meetings