

Terms of Reference

Nominating Committee

Buck Lake Association Inc

1) COMMITTEE MEMBERSHIP

The committee membership shall be determined, by resolution, at the first regular Meeting of the Board of Directors which follows the AGM and it shall include:

The Committee Chair who shall be appointed by the Board

One or two Board members who own/rent property on the South Branch of Buck Lake

One or two Board members who own/rent property on the North Branch of Buck Lake

The President of Buck Lake Association Inc, ex-officio.

2) COMMITTEE RESPONSIBILITIES

a) Maintain a file for each Board member which indicates:

1. the year the member was first elected
2. the number of years for which he/she was elected (this would normally be for 2 years, but it could be for 1 year to complete the balance of a resigning member's 2 year term, or for a partial year to fill an uncompleted 2 or 1 year term)
3. the final year the member is allowed to serve as a Board member as per By-law 1, Clause 8 a ii
4. the location of their owned/rented property (North Branch or South Branch)

b) Maintain a file of prospective Board and committee members.

c) Recommend, for Board approval, the name of the person to be appointed, by a resolution of the Board prior to the next AGM, to fill a Board vacancy occasioned by that member becoming ineligible to serve.

d) Commencing January, ask each eligible current Board member to declare whether or not he/she will allow his/her name to be placed in nomination for Board membership at the next AGM.

e) Determine the number Board members to be elected at the AGM, and the number of years for which nominee is to be elected, keeping in mind (1) the desirability of engineering a rotation which provides for one-third of the Board to be replaced annually whenever that can be accomplished and (2) By-law 1, Clause 8 a 1 which stipulates Board members will total 9 minimum and 12 maximum.

f) Between February and April contact prospective nominees keeping in mind the desirability of representation balances re male/female/island/North Branch/South Branch members

g) In May present a list of nominees to the Board

- h) In June prepare for the AGM by preparing a ballot which (1) contains the names of the nominees and the term of service for which each has been nominated and (2) also provides for the addition of the name(s) of any member(s) nominated from the floor to serve on the Board.
- i) In July the Chair will:
 - 1. Present the Nominating Committee Report
 - 2. Remind those in attendance that eligible voters include members in good standing who own or rent property on Buck Lake
 - 3. Invite further nominations from the floor from, and of, eligible members
 - 4. Identify scrutineers to serve should the nominees exceed the number of vacancies to be filled on the Board
 - 5. Conduct the election
 - 6. Announce the election result
 - 7. Remind the newly elected Board members that there will be a meeting of the Board immediately following the AGM.
- j) Immediately after the AGM the new Board of Directors shall convene to (1) appoint an interim President of the Board of Directors and (2) establish the date/time/place of the next board meeting.
- k) Between the AGM and the first meeting of the newly elected Board the Nominating Committee will consult with Board members for the purpose of preparing a slate of Officers to be recommended to the Board for election by the Board at its first regular meeting following the AGM.

Original document approved by the Board of Directors 2005-09-17 on a motion by Duncan Sinclair, seconded by Tricia Waldren

Amended document approved by the Annual General Meeting of 2007-07-07.