

TERMS OF REFERENCE

- TITLE:** **NOMINATIONS COMMITTEE**
- STATUS:** Standing committee established by the Bylaws
- PURPOSE:** To ensure that nominations and elections take place in accordance with the Constitution and Bylaws.
- COMPOSITION:** Three (3) members elected from the membership for a two year term.
- The chairperson shall be elected by and from the committee.
- Ex Officio: Executive Director or designate
- Quorum shall be the majority of the committee members.
- MEETINGS:** Attendance at the Committee Orientation following election.
- The committee shall meet as required to fulfill their duties and responsibilities and in accordance with the budget.
- The committee shall meet at the call of the Chair, or at the written request of two (2) committee members to the President or the Board of Directors.
- Attendance at the Annual Meeting.
- Committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergent situations.

AUTHORITY: Is responsible under the Constitution and Bylaws to request nominations for directors and committee members.

Ensures due process during the elections.

Reports election results to the membership at an Annual Meeting and a written report of results sent to SUN President following the Annual Meeting.

All candidates in any election will be notified of election results.

In the event of elections held at other times, results will be communicated to members.

DUTIES AND RESPONSIBILITIES:

1. Calls for nominations as required.
2. Receives nominations.
3. Prepares and sends the ticket of nominations, including information, to all locals.
4. Reports election results in accordance with SUN's Constitution and Bylaws.
5. Facilitates nominations from the floor by:
 - (a) receiving nominations at the Annual Meeting for unfilled positions;
 - (b) reporting election results to Annual Meeting.
6. Prepares a report for the Annual Meeting.
7. All committee meeting minutes must be submitted to the Regina office within ten (10) days of the meeting.

ROLE OF STAFF:

1. Acts as advisor to the committee.
2. Liaison regarding committee decisions, as necessary.
3. Responsible for implementation of the electronic voting processes.
4. Responsible for implementation of committee decisions.

FUNDING:

Members shall be reimbursed as per SUN policies.