

Temagami Lakes Association
By-Laws / Nominations / Election Committee
Terms of Reference (2019)

Type:

The By-Laws / Nominations / Election Committee is a standing committee of the Temagami Lakes Association comprised of TLA members, including representation from the TLA Board of Directors and reporting to the Board through the Committee Chair.

Purpose:

The By-Law / Elections / Nominations Committee is responsible for:

1. Ensuring that the TLA by-laws accord with Ontario's Not-for-Profit Corporations Act, 2010.
2. Ensuring that the nomination procedure is carried out in accordance with the rules and regulations passed by the Board.
3. Ensuring that the elections are carried out in accordance with the rules and regulations passed by the Board.

Scope:

1. The Committee will revise the TLA by-laws and ensure that they accord with Ontario's Not-for-Profit Corporations Act, 2010, no later than December 31, 2019.
2. The Committee will solicit and/or receive nominations for the office of Director. All nominations must be received by the Nominating Committee by May 1 in each year.
3. The Committee will arrange the election of Directors by the Voting Members at the Annual Meeting of the Association.

Authority:

- The President of the Board (staff) is a member *ex officio* of this Committee.
- Committee Chair 2018-2019: Amelia Brooker
- Committee Members 2018-2019: Michael Brooker
- The Committee shall only have the power to make recommendations to the Board as the Board may, from time to time, direct.

Membership:

The By-Laws / Nominations / Election Committee is comprised of TLA members including representation from the TLA Board of Directors and reporting to the Board through the Committee Chair. Each committee member stands a one-year term renewable each September, with the Committee Chair appointed by the TLA President.

Meeting Arrangements:

- Meetings will be conducted by phone. Minutes must be taken.
- The frequency of meetings will be on an as-needed basis.
- Email will be used for all other communication purposes.

Reporting:

- The Committee will update its digital Google Folder on an ongoing basis.
- Prior to the end of its term and the AGM, the Committee will submit a written report to the Board. This report will include a summary of the actions of the Committee and will be appended in confidential form to the minutes of the AGM.
- The outgoing Committee Chair will review the current work plan with the incoming Chair and pass on relevant files and written reports to ensure the continuity of the Committee's work.

Resources and Budget:

- If deemed necessary, the Committee will submit a recommendation to the Board for resources (monetary and other).

Deliverables:

The By-Laws / Nominations / Election Committee will:

1. Provide a revised version of the TLA By-Laws. This revision will be in accord with Ontario's Not-for-Profit Corporations Act, 2010.
2. Solicit and/or receive nominations for the office of director.
3. Ensure that the elections are carried out at the Annual Meeting of the Association.

Review:

Upon request of the TLA membership, the By-Laws / Nominations / Election Committee, the TLA Board of Directors, and/or the TLA President.