

The purpose is to define the role and responsibilities of the Nominating Committee and its members.

Mandate

- 1) The Nominating Committee shall consist of at least five members, three of which shall not be Board and shall be appointed by the President.
- 2) The Chair of the Nominating Committee (Chair) shall be the Vice-President.
- 3) The Committee shall ensure that a full slate of nominees is presented to the President and Members for each election of the NBMA.

Duties

- 4) The Chair of the Nominating Committee shall ensure that the committee has its full allotment of members, a minimum of five, at all times and shall request additional appointments, as required, by the President. The Chair will make recommendations to the President of suitable candidates for appointment to the Committee.
- 5) During November the Nominating Committee Chair shall call for nominations for the offices to be elected at the May Annual General Meeting of the following year.
 - a) In odd numbered years, elections will take place for the offices of President, Vice President and Treasurer.
 - b) In even numbered years, elections will take place for the offices of Secretary.
- 6) The Committee will actively solicit candidates for nomination to the offices open at the next election.
- 7) The Chair will ensure that candidatures for nomination include a brief statement of the qualifications of the candidate, the signature of two active members of the Association, and the signed written consent of the candidate to be placed in nomination.
- 8) The Committee shall close nominations sixty (60) days prior to the Annual General Meeting.

- 9) The Nominating Committee shall evaluate the candidatures and shall nominate at least one candidate for each office at least forty-five days prior to Annual General Meeting. The Committee may interview the candidates if necessary via teleconference or in person as an aid in the selection process.
- 10) The Chair shall provide an official list of Nominees to the President forty-five (45) days prior to the Annual General Meeting so that the report may be included in the Notice of the Annual General Meeting that is distributed to the Members at least thirty (30) days before the Meeting.
- 11) At the Annual General Meeting the Chair will read the List of Nominations to the Meeting and submit it to the President.

Conduct:

- 12) Shall ensure that all Members in good standing, and eligible for election in accordance with the Bylaws of the Association, have the opportunity to submit their candidature.
- 13) Ensure timely communications with the Executive Committee and with the Members.
- 14) In the process of soliciting and evaluating candidatures for nomination the Chair is authorized to utilize such methods of internal committee communication, including teleconference, as required.
- 15) Mailings and general communication to the members should be done by or coordinated with the Secretary to avoid unnecessary expense.

Bonuses:

- 16) Counts as full CEU's for each year of participation.
- 17) Contribute in a major way to the ongoing success of the Association
- 18) Feel a sense of purpose as an Association Member.

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