

Elections/Nominations Committee

Terms of Reference

1) Name:

The name of this ETFO-WRTL committee shall be the Elections/Nominations Committee.

2) Composition:

- a) The Elections/Nominations Committee shall consist of a minimum of 4 and a maximum of 8 people appointed by Representative Council upon recommendation of the ETFO-WRTL Executive.
- b) The ETFO-WRTL president shall be an ex-officio member.
- c) The Associate Vice-President who is responsible for the Elections/Nominations committee will call the first meeting to elect the chair. The selection of chair shall be shared with Representative Council for information.
- d) If a member of the Elections/Nominations Committee is nominated for an elected position, he or she shall declare a conflict of interest.

3) Function and Role:

- a) The Elections/Nominations Committee is responsible to and shall take direction from ETFO-WRTL.
- b) The committee shall prepare and present a proposed budget and program outline to be approved by the Representative Council prior to program implementation.
- c) It shall be the responsibility of the Elections/Nominations Committee to:
 - i) establish and publish election procedures and guidelines in writing for the election of the local Executive
 - ii) monitor and enforce election procedures prior to and during the Local Annual Meeting
 - iii) plan, organize and conduct elections for Local Executive at the Local Annual Meeting
 - iv) promote and publicize opportunities to serve on ETFO-Waterloo committees
 - v) recommend positions on standing committees to the Local Executive and Representative Council for approval
 - vi) plan, organize and conduct elections at the Winter Business Meeting for delegates who wish to attend Provincial Annual Meeting.

4) Duties of the Members:

- a) The duties of the chairperson or designate shall include:
 - i) calling and chairing meetings of the committee as needed
 - ii) reporting as needed, or as requested, to Executive
 - iii) submitting a written report and proposals of expenditures to ETFO-WRTL
 - iv) keeping records of expenditures and maintaining the approved budget of the committee
 - v) submitting receipts for payment of expenses, to cover expenditures incurred during the current year, to the ETFO-WRTL treasurer according to the timelines established by the treasurer
 - vi) perform the duties of Presiding Officer during the elections of the local executive during the Local Annual Meeting, or appoint a Presiding Officer for said elections to perform those duties (e.g. if running for office)

- b) The duties of committee members shall include:
 - i) attending scheduled meetings of the Elections/Nominations Committee
 - ii) notifying the chairperson of the Elections/Nominations Committee if unable to attend a meeting
 - iii) carrying out the functions as directed by the committee chairperson
 - iv) submitting mileage or equivalent according to the timelines established by the treasurer

5) Meal Allocation:

- a) an allocation of up to \$15 per committee member is available to be put towards a committee year-end meeting that includes a meal. The committee may choose to pool the allocated amount at their discretion

6) Procedure for Resignation:

- a) All resignations shall be by letter to the chairperson of the Elections/Nominations Committee who in turn will forward the resignation to the ETFO-WRTL president.
- b) With the advice of the Elections/Nominations Committee and upon recommendation of the ETFO-WRTL Executive, Representative Council will decide on the advisability of appointing a new member to fill the vacancy and to complete the term of office of the resigning member.

October 2017