



Director Nomination Policy and Procedure

Board Vacancies

Community Futures British Columbia's Board of Directors is made up of a minimum of seven (7) voting representatives of its membership. There are two types of voting appointments to the Board of Directors at Community Futures British Columbia;

1. Volunteer Representative (currently a total of 6)
2. General Managers' Representative (a total of 3)

Elections for the Volunteer and General Managers' Representatives are conducted at the Annual General Meeting (AGM).

There are also the non-voting officer positions of Past Chair and Indigenous Advisor, and any other officers that the Board may appoint, that are not part of this nomination procedure.

The criteria and process below is that of the Volunteer and General Managers Representatives only.

Midterm Board Vacancies

A midterm vacancy on the Board of Directors is one where the incumbent is unable to fulfill the obligations to their full term or has been removed from the role. Community Futures British Columbia's by-laws hold that a vacancy that occurs as a result of the removal of a Director by the Members, may be filled upon the vote of the majority of the Members for the remainder of the Director's term. Any other vacancy in the Board may be filled for the remainder of the term by the Directors then in office, if they see fit to do so, so long as there is a quorum of Directors. Otherwise, the vacancy shall be filled at the next annual meeting of the Members at which the Directors for the ensuing year are to be elected.

Nomination Criteria

The Board seeks candidates to serve as Directors of Community Futures British Columbia who possess the background, skills and expertise to make a significant contribution to Community Futures British Columbia and its members.

The Nominating Chair will take a lead role in identifying potential candidates and encouraging those identified to put their nominations forward. Desired qualities include one or more of the following:

- Recognized visionary and/or leadership experience in business or administrative activities
- Breadth of knowledge about issues affecting the Community Futures Network and Community Futures British Columbia
- Ability to contribute special expertise to Board.

All directors must be at least eighteen (18) years of age and shall be the Chair, Vice Chair, Past Chair or other past or present senior officer of the Board of Directors or a General Manager of an Active Member of the Association, or shall become a Chair, Vice Chair Past Chair or other past or present senior officer of the Board of Directors or a General Manager of an Active Member of the Association within ten (10) days after the election or appointment as a Director.

Candidates should also have:

- Awareness of and loyalty to the Community Futures Program as a whole, and a commitment to its success
- The ability and willingness to apply sound and independent judgment
- Time available for Board and other related meetings and consultation on organizational matters
- The ability to commit to their term of office
- The required commitment to serve as a Director for a period of three years for a Volunteer Representative, or two years for a General Managers' representative
- The willingness to assume the fiduciary responsibilities and duties of a Director as per the CFBC Bylaws

Qualified candidates for membership on the Board will be considered without regard to race, color, religion, sex, ancestry, national origin or disability. Except during periods of temporary vacancies or under other circumstances outside of Community Futures British Columbia's control, a majority of the individuals serving on the Board will be duly and democratically elected to the position at the AGM.

Board members whose terms are expiring may be eligible for re-election as per Article 6.6 in the CFBC Bylaws. However, their selection is not automatic, and they must be nominated and elected through the nomination process and procedure outlined below.

Nomination Process

The Board of Directors of Community Futures British Columbia will appoint a Nominating Chair at the first full board meeting after the AGM. The Nominating Chair will:

1. Direct staff to send out a notice (on behalf of the Nominating Chair), requesting nominations **at least 90 days prior to the AGM** stating the Nominating Committee is responsible for the notice and make all aware that the notification will be repeated once more. It should also state there is an AGM process to facilitate three calls from the floor
2. Direct staff to send out a **second call notice at least 45 days** prior to the AGM
3. Ensure the calls explicitly state nominations are to be received **by midnight 30 days prior to the AGM**
4. Include in the Nomination Package only those nominations received in writing by midnight of the closing date
5. Direct staff to forward the Nominations Package to either the General Managers or the recorded Chairs (according to the Board vacancy type) **at least 14 days prior** to the AGM, reiterating that three calls for nominations will be made from the floor during the AGM.

The Nominating Chair is responsible to know the nominees included in the Nomination Package are:

- Eligible for the position according to Community Futures British Columbia by-laws and criteria above
- Nominated and seconded by chairs from two different Community Futures offices, and both of which are voting members of Community Futures British Columbia

Nomination Package

Along with the seconded nomination, a summary/resume of the candidate should be submitted by midnight of the closing day of nominations. This summary will form the content of the Nomination Package. The Nomination Package will:

- List candidates in alphabetical order
- Incorporate the unaltered **summary which is limited to 250 words** (N.B. only the first 250 words submitted will be printed)
- Be sent to either the General Managers or the recorded Chairs by email **at least 14 days before the AGM.**

At the Annual General Meeting

The Nominating Chair is to preside over the Elections at the AGM. The Nominating Chair is responsible for:

- Reading of the Nomination Package
- Issuing three (3) calls from the floor for nominations not forwarded in the previous period and included in the Nominations Package
- Declaring nominations closed and distributing ballots
- Introducing each nominee, in alphabetical order, and allowing each three (3) minutes to speak on their own behalf
- Instructing the time keeper to steadfastly hold to three-minute limit
- Assigning two (2) scrutineers/tellers to collect and count the ballots