

ABC Housing Co-op

Nominations Committee Job Description

Source of authority

- committee members are appointed by the board (refer to Rule 20 'Committee of Directors and advisory committees')
- the committee is accountable to, and reports to the board.

Committee size: minimum of 2, maximum of 4.

An ad hoc committee: appointed annually and disbanded after the AGM.

Chair: the board or committee may appoint a chairperson.

Purpose

To support the co-op board in ensuring fair and transparent board elections, upholding the co-operative principle of democratic member control.

Duties and Responsibilities

The committee will work with the board and management staff as needed on the following:

1. Recruitment of candidates to run for the co-op board:

- Assist in scheduling and organizing information and education events such as an information meeting, an all-candidates meeting, an orientation on election procedures and what makes a good director, or a town hall on co-op vision and leadership
- Assist in identifying potential leaders at the co-op, based on criteria identified by the board
- Distribute election information (e.g., nomination forms) to members

2. Preparation for election:

- Promote upcoming election (e.g., website, election newsletter, post notices around co-op)
- Obtain an up-to-date list of all co-op members
- Prepare election documents (e.g., ballots, tally sheet, elections result report form)
- Ensure a ballot box is ready for the election



3. Election during the Annual General Meeting:

- Before the meeting starts, set up the meeting room as needed with all materials
- Provide a list of all candidates running for the board (e.g., on flipchart, whiteboard, projector, or monitor)
- Add nominations from the floor to the list of candidates as accepted nominations
- Support the meeting chairperson during the election as needed

4. After election

- Ensure the ballots and ballot tally sheets are collected. If a motion to destroy the ballots is approved, ensure the ballots are destroyed. If a motion to destroy the ballots is defeated, store the ballots in a secure place.