
Nomination Committee Guidelines

In a housing co-op, all members who are qualified under Rule 17.5 have the right to run for the board, and it is important for the members to understand their role in electing members who can meet the demands of the role of director to act in the best interest of the co-op.

Depending on the co-op's Rules, the members or the board may choose to adopt a policy ensuring the board tries to establish a recruitment/nomination committee four months before the Annual General Meeting (AGM). However, even without a policy in place, the board may call on a nomination committee to be formed.

What can be the work of such a committee? What can rest on their "plate" so the board can continue its work without worrying about the election on top of the reports it needs to bring to the members?

1. **Identify** how many positions will be vacant in the coming election.

Check with the board and management **on how many vacancies they are expecting at the upcoming AGM:**

- How many directors have completed their current term?
 - If eligible under 18.9, are any of those directors planning to run again at the AGM for an additional term?
- If the co-op has 2-year terms for directors, are there any directors who plan to step down before completing their term?
- Are there any current vacant positions on the board?

2. **Understand** what **skills** are needed on the board.

Check with the board about skills they foresee as valuable to have on the board.

Here are some examples:

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- Writing skills, for grant applications or for a secretary position.
 - Sound knowledge in maintenance, so the board could make better decisions by having the right liaison, or maybe the co-op is looking toward a major renovation project.
 - Financial understanding, to make sure there is a director on the board who is comfortable investigating details as a treasurer.
 - Conflict resolution or mediation skills can also be an important skill to have on the board. Directors are obliged to confidentiality, so having a director with this skill can go a long way if any conflicts may arise.
3. **Advertise** the upcoming election, including what specific skills would be an asset to have on the board, while making sure that any member is welcome to put their name forward.
- Consider sending a call-out letter to all members.
 - Announce the number of vacancies at the budget meeting, which usually occurs three to four months before the AGM, and call for members interested in running.
 - Advertise the call for nominees in a newsletter, on the co-op's bulletin board, co-op website, and any other method that is being used for communication at your co-op.
 - Solicit statements from current directors about their experience on the board, and how much time per month/per week they contributed to the co-op's business.
 - Approach members who have previously run or would be excellent candidates to encourage them to put their name forward, offer education and opportunities to ask questions about the role.
4. Make sure the co-op has a **job description** for each of the officer positions on the board and a job description for the board as a whole, and share those with the candidates. Be comfortable explaining what is expected from a board liaison with each committee.
- If any documents are missing, check out [Policies: Board and Governance - Centre for Co-operative Learning](#) or reach out to members@chf.bc.ca.
5. Make sure there is a current **ethical code of conduct** declaration for directors, share it with the candidate in advance, and plan to discuss it and answer any questions in the meeting that you will host with the candidates.
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6. Introduce CHF BC and the cooplearning.ca website to the candidates, its resources and **education options**. If the co-op's budget allows, enroll candidates in a webinar or an online course.

If a candidate has attended any relevant education to enrich their knowledge to become a director, this can be highlighted to members on the day of the elections.

7. Schedule to **meet with the candidates** to go through the various job descriptions, code of conduct expected from directors, education opportunities, and assist them in practicing their introductions for the day of the elections.

This can be done through several meetings with all candidates together, as well as meetings with individual candidates; just ensure all candidates receive the same information.

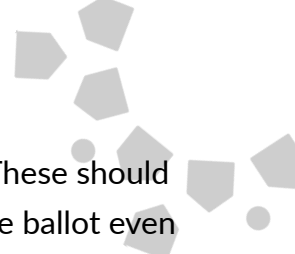
Give candidates some open-ended questions to think about so that they can create a **short speech or written bio** about themselves and why they are the “right fit” to serve on the board. Candidates should highlight past experience, skills or knowledge that would be helpful to the board at this time. This short introduction about themselves can be done as a written statement/ recorded statement/live speech at the AGM. Additionally, if a candidate knows they won't be able to attend the AGM in person, this would be a great way to present them in their absence.

Here are some examples of open questions:

- What skills do you bring to the board? Highlight if you have a talent that would be valuable to have on the board, such as financial expertise, maintenance background, mediation practice, professional writing, etc.
- What will be your top priority if elected to the board?
- How do you cope with conflicts? What measures do you take to understand both sides' stories and interests?
- How much time do you have to devote to doing your board work and taking training if needed?

Consider creating a flyer with all candidates' photos and bios to be shared with members in advance of the AGM.

8. **Reach out** to candidates to see if they have any other questions or need assistance in preparing for election day.

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9. Distribute and collect nomination consent forms from the potential candidates. These should be completed in advance of the AGM so that they can ensure their name is on the ballot even if they cannot attend the meeting.
 10. Throughout the process, make sure you **keep the board informed** of how many candidates you have, if you will be doing another call-out to members, and whether you face any difficulties along the way.