



## **Policy #1. Nominating Committee**

-Approved on 05.12.15-

Amended on 03.12.16 (section 8, c); 29.05.17 (sections 10, 11, 12 and 13)

### *Composition and Membership*

1. The Nominating Committee (hereafter “the committee”) consists of the President or designate (non-voting) and three (3) members of the Association who are not members of the Board of Directors.
2. The President names three committee members for approval by the Board of Directors before June 30 of each year.
3. Committee members are appointed to one-year terms. The President shall ensure the committee's membership is broadly representative of the Association.
4. The President may invite a member of the previous year's committee to serve as a committee member.
5. The Chair of the committee is the President. The President may designate a former President as Chair.

### *Duties and Responsibilities*

6. The committee is responsible for:
  - a. Managing the process by which directors are nominated.
  - b. Nominating the members of the prize juries according to the terms and conditions of each prize.
  - c. When warranted, determining which, if any, application(s) will be granted formal CPSA support in External Awards, such as some of those offered by the International Political Science Association.

### *Nomination of Jury Members – Deadline*

7. Jury members must be appointed no later than the first week of October.

### *Nominations for the Board of Directors - Procedure*

8. By January 15, the committee will call for nominations for the requisite number of directors to be elected at the following Annual General Meeting.
  - a. After the first election organized under Bylaw no. 1 (in 2015) – in which fourteen (14) directors were elected and one director was appointed – every third year, four (4) directors will be elected, with five (5) directors elected in each of the other two years.
  - b. Beginning in 2016, and every three years thereafter, one of the director positions is reserved for a graduate student, with nominations for that position solicited from graduate student members of the Association.
  - c. Starting in 2017, every third year, the committee, in consultation with the Executive Committee, will propose to the Board of Directors the name of a member in good standing to be appointed to the Board of Directors and to serve in the capacity of Secretary-Treasurer for a **1-year** term in the expectation that she / he be reappointed to this office in the subsequent 2 years of his /her term.

- d. Beginning in 2017, and every three years thereafter, one of the director positions is reserved for a practitioner representative.
9. The call for nominations will be circulated to:
    - a. The membership, through means of communication including, but not necessarily restricted to, e-mail, social media, POLCAN2 and the Association website;
    - b. The chairs of member departments, who will receive an e-mail including a text soliciting nominations.
  10. The call for nominations includes the listing of positions to be filled and the eligibility requirements and limitations. Nominations require two nominators, a statement of acceptance of the nominee as well as a biographical note to be posted on the Association website. The nominee may also provide a picture and consent for the picture to be posted on the Association website.
  11. To be eligible to stand as a candidate for election to the Board and to serve on the Board, a person must be an individual member of the Association in good standing.
  12. A person cannot stand as a candidate for election to the Board or serve on the Board if he or she is a member of the English-language or French-language editorial teams of the *CJPS/RCSP*.
  13. As the CPSA is a non-partisan organization and to avoid any appearance of conflict of interest, an individual currently holding an elected office at the federal, provincial or territorial level (e.g., MP, MLA, MPP, MNA) may not stand as a candidate for election to the Board or serve on the Board.
  14. The biographical note mentioned in section 10 must have a maximum of 250 words.  
If the nominee is interested, if elected as a director, in serving a three-year “Presidential cycle” (Vice President in year 1; President in year 2; and Past-President in year 3), s/he is invited to express such interest at the time of nomination. That information will be conveyed to members as part of the election process and to the Board of Directors at the conclusion of the election process.
  15. The call for nominations will close by February 28.
  16. The Administrator will send two interim reports on the nominations received at the CPSA Secretariat to the committee by February 1 and February 15, and a final report on March 1.
  17. The committee begins to study the nominations on receipt of the reports from the Administrator. It will ensure that there is a full slate of officer candidates and, in particular, that there is at least one nominee who has expressed interest in the office of Vice-President.
  18. The committee will work from the list of members nominated, but may also take the initiative on its own, consulting others at its discretion, to ensure a full and representative list of candidates. Despite the deadline mentioned in section 12, if an insufficient number of candidates has been nominated to fill all positions, or if the nominated candidates do not adequately reflect the characteristics of the membership – including, but not necessarily restricted to, gender, region, linguistic community, size of university, etc. – the committee may solicit further nominations.
  19. The committee will submit a list of candidates to the Returning Officer and a status report on the election to the President and through him/her to the Board of Directors by March 20.
  20. Only members of the Association who are individual members in good standing are eligible to serve on the committee, to be nominated as candidates for the Board of Directors, or to hold office.