



**To: NCLGA Members**  
**ATTN: ELECTED OFFICIALS**

**Re: Call for Nominations for Executive Positions on the NCLGA**

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### **1. Positions Open to Nomination**

The following Executive positions are open for nomination:

- President
- 1<sup>st</sup> Vice-President
- 2<sup>nd</sup> Vice-President
- Director-at-Large (3 positions)

### **2. Qualifications for Office**

Each candidate must be an elected official from a NCLGA member local government or First Nation.

### **3. Nomination Process**

A candidate must be nominated by two elected officials from a NCLGA member local government or First Nation, using the attached nomination and consent form.

### **4. Advance Nominations & Nominating Committee Report**

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all NCLGA members for their consideration, in mid-April. To be included in this report, nominations must be received by **March 15, 2020**. Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations.

### **5. Nominations Off the Floor**

Any qualified candidate may be nominated "off the floor" at the Convention. Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Convention Program for time. As with advance nominations, a candidate must be nominated by two elected officials from a NCLGA member local government or First Nation.

### **6. Process for Elections (2 Ballots will be held)**

If there is more than one nomination received for any Table Officer Position, there will be an election for that position. Otherwise, Table Officer positions will be filled by acclamation.

The **first ballot** will be for:

- President
- First Vice-President
- Second Vice-President

Any unsuccessful candidate from the first ballot may choose to put their name forward for the **second ballot**, which will be for the three (3) Director at Large positions.

Information on the responsibilities and commitment of NCLGA Executive members is attached as Appendix A.

# NOMINATION & CONSENT FORM FOR 2020/2021 NCLGA EXECUTIVE

We are qualified under the NCLGA Bylaws to nominate<sup>1</sup> a candidate and we nominate:

Name: \_\_\_\_\_

Elected Position (Mayor/Chief/Councillor/Director): \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_

Nominated for: \_\_\_\_\_

## NOMINATED BY:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Elected Position: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_ Mun/RD/First Nation: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

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## CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the NCLGA Bylaws. I will also forward by **March 13, 2020** to the NCLGA the following documentation:

- Nomination & Consent Form completed and signed
- Portrait photograph\* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG)
- Biographical information\*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

\* Photo and bio will be published in the Report on Nominations.

## CANDIDATE:

Name: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_

Nominated for: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the NCLGA Staff: [admin@nclga.ca](mailto:admin@nclga.ca).

**Submission Deadline: March 13, 2020**

<sup>1</sup> Nominations require two elected officials of members of the NCLGA.

## **Terms of Reference for Positions on the Executive of the North Central Local Government Association:**

Candidates for the North Central Local Government Association Executive must be nominated by an NCLGA member local government or First Nation community.

### **General obligations for Executive committee members:**

- Members of the NCLGA Executive are expected to consider the concerns of the entire NCLGA area when participating at the NCLGA table or representing the NCLGA at events and workshops.
- All Executive members will be expected to attend 4 – 6 “In person” meetings throughout the year. Most meetings are held in Prince George, but it may be necessary for meetings to be held in other locations. Members will also be expected to attend “conference call” meetings, as needed.
- Executive members will confirm attendance or express regrets for all scheduled meetings.
- Each Executive member will sit on at least one working committee. Meetings will be held by phone, or in person in conjunction with an Executive meeting. E-mail communication will also be used.
- Executive members will be aware of, and follow NCLGA policy and by-laws.
- Executive members will be required to use e-mail and the Internet for internal board communications.

**In addition to the general requirements listed above, specific obligations are attached to the following positions. (There are no additional obligations attached to the position of Director at Large):**

### **President:**

- Chair meetings of the NCLGA Executive.
- Act as the main spokesperson for the Association when speaking to the media, membership, public, and other levels of government.
- Act as the Area Association representative on the UBCM Board of Directors.
- Provide direction to staff between Executive meetings.
- Ensure Executive input into the content of media releases.

**First Vice President:** Acts on behalf of the President in his/her absence. Sits as a table officer on the Executive Committee and on either the Finance or Governance Committees, subject to their interest and experience.

**Second Vice President:** Acts on behalf of the President in the absence of the Vice-President. Sits as a table officer on the Executive Committee and on either the Finance or Governance Committees, subject to their interest and experience.

**Regional Representative:** In addition to the general requirements, the Regional Representative is responsible for the following:

- Providing a conduit between the membership (municipal councils and regional boards) and the Executive by reporting out to the members within their area and by bringing the concerns of these members to the Board table.
- Bringing the perspective of the members within the region to the Board table.
- With the approval of the President, may be asked to speak on behalf of the Association to the members, media, public, or other levels of government.

**A Note about Regional Representatives:**

In regards to the NCLGA **Regional Representative** positions, our bylaws were revised in 2011 and under the revised bylaw Regional Representatives shall be **appointed** by their respective Regional District or Regional Municipality. NCLGA requests that the names of these appointees be submitted by March 27, 2020.

**Regional Representative Appointee Nominations for Executive Positions:**

NCLGA accepts nominations for Regional Representative Appointees who would like to run for any of the Table Officer positions or Director at Large positions. If a Regional District chooses to nominate their appointee for one of the other Executive Positions, they should appoint a **substitute representative** and notify NCLGA of their choice prior to our AGM in May.

In the event that the Regional Representative is successfully elected to a Table Officer or Director at Large position, the substitute appointee will automatically step into the position.

Please note: Only those nominated for executive positions by the deadline for advance nominations will have their biography and photograph included in the Annual Report Book.