



**To: Elected Officials
NCLGA Members**

Re: Call for Nominations for Positions on the NCLGA Board

1. Positions Open for Nomination

The following Executive positions are open for nomination:

- President
- 1st Vice-President
- 2nd 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 forms.

4. Advance Nominations & Nominating Committee Report

The Nominating Committee will prepare a report, including a photo and 300-word biography for each candidate. The Nominations Report will be distributed to all NCLGA members for their consideration by mid-April. To be included in this report, nominations must be received by **February 26, 2021**. Candidates will also have an opportunity to submit a 2 minute speech, which will be available on the online platform for the virtual AGM for members to view in advance of the AGM.

5. Off the Floor Nominations

Since NCLGA is hosting a virtual event in 2021, off the floor nominations will not be accepted this year.

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, the 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 Director at Large positions.

Information on the responsibilities and commitment of NCLGA Executive members is outlined in Appendix A.

NOMINATION & CONSENT FORMS FOR 2021/2022 NCLGA EXECUTIVE

We are qualified under the NCLGA Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Elected Position (Mayor/Chief/Councillor/Director): _____

Municipality/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: _____

I consent to this nomination and attest that I am qualified to be a candidate² for the office I have been nominated to pursuant to the NCLGA Bylaws. I will also forward to the NCLGA the following documentation:

- Nomination and Consent Form (completed and signed)
- Portrait photograph (resolution: 300 ppi; size: 600x400 px; JPEG format)
- Biographical information. The maximum length shall be 300 words. If the length exceeds this limit, the Nominating Committee Chair shall return it once for editing. If it still exceeds 300 words, the Nominating Committee Chair shall edit it as required.

CANDIDATE:

Name: _____ Elected Position: _____

Municipality/RD/First Nation: _____

Nominated for: _____

Signature: _____ Date: _____

If unsuccessful in the first ballot, I wish to put my name forward for the second ballot.

Yes _____ No _____ Not Applicable _____

The photo, biographical information, and completed Nomination and Consent Form should be submitted to the NCLGA at admin@nclga.ca. The photo and bio will be included in the Nominations Report.

Submission Deadline: February 26, 2021

¹ Nominations need to be received from two elected officials of members of the NCLGA.

² Candidates must be an elected official from an NCLGA local government member.

Terms of Reference for Executive Positions on the North Central Local Government Association Board

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

General responsibilities for all Executive positions:

- 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 or virtually. Executive members will confirm attendance or express regrets for all scheduled meetings.
- Each Executive member will sit on at least one optional NCLGA committee – Finance, Governance, Health Care, or AGM. The Resolutions Committee and Planning & Priorities Committee are Committees of the Whole. Most committee meetings will be held by phone, online, or in person in conjunction with a quarterly board meeting. However, the Health Care Committee meets monthly and the AGM Committee meets as needed in the months leading up to NCLGA’s AGM & Convention.
- Executive members will be aware of and follow NCLGA policies and bylaws.
- Executive members will be required to use email and the internet for internal board communications.

In addition to the general requirements listed above, specific responsibilities are attached to each of the Executive positions:

President:

- Chair meetings of the NCLGA Board.
- 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 Executive.
- Provide direction to staff between board meetings.
- Ensure Executive input into the content of media releases.
- Attend 12 – 24 virtual Table Officer meetings with the Vice-Presidents, Past President, and NCLGA staff.
- Sit on the Finance Committee.

First Vice-President:

- Act on behalf of the President in their absence.
- Attend 12 – 24 virtual Table Officer meetings with the President, Second Vice-President, Past President, and NCLGA staff.
- Sit on the Finance Committee.

Second Vice-President:

- Act on behalf of the President in the absence of the First Vice-President.
- Attend 12 – 24 virtual Table Officer meetings with the President, First Vice-President, Past President, and NCLGA staff.
- Sit on the Finance Committee.

Director at Large:

- Provide a conduit between members (municipal councils and regional district boards) and the NCLGA Board by reporting out to members and bringing the concerns and perspectives of members 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.

Regional Representative: In addition to the general requirements of Executive members, a Regional Representative on the NCLG Board is responsible for the following:

- Provide a conduit between members (municipal councils and regional district boards) and the NCLGA Board by reporting out to members within their region and bringing the concerns and perspectives of these members to their Regional District 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.

Note about Regional Representatives:

NCLGA bylaws were revised in 2011. 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 19, 2021** to admin@nclga.ca.

Regional Representative Appointee Nomination for Executive Positions:

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

If 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 candidates nominated for Executive positions by the deadline for advance nominations will have their biography and photo included in the Annual Report.