



**EXECUTIVE NOMINATION PROCEDURES 2017**

## NCLGA EXECUTIVE NOMINATION PROCEDURES

This document provides an explanation of the NCLGA Executive Nomination process.

The deadline for advance nominations is **March 24<sup>th</sup>, 2017**. Nominations received by the deadline will be included in the Annual Report. The NCLGA also accepts nominations from the floor of the Convention.

### Positions Open to Nomination:

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

### 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 the March 24<sup>th</sup>, 2017 deadline.

### 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 or Municipality 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.

### 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. All other 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.

## APPENDIX: A

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

*Candidates for the North Central Local Government Association Executive may be nominated by an NCLGA member. If their candidate is successful, the sponsoring community must be prepared to provide the NCLGA with a contact person within the community administration, and provide 20 hours per year of support to the NCLGA Executive Director.*

#### **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 regular “conference call” meetings.
- 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 to 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:** The President is responsible for the following:

- Chairing meetings of the NCLGA Executive.
- Acting as the main spokesperson for the Association when speaking to the media, membership, public, and other levels of government.
- Acting as the Area Association representative on the UBCM Board of Directors.
- Providing direction to staff between Executive meetings.
- Ensuring 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 finance and personnel committees.

**Second Vice President:** Acts on behalf of the President in the absence of the Vice-President. Sits as a table officer on the finance and personnel committees.

**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 Executive table.
- Bringing the perspective of the members within the region to issues debated at the Executive 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.