

## Central Election and Search Committee (CESC) Terms of Reference

**Issue Date:** September 20, 2012  
**Approved by:**

**Review Date:** November 18, 2016  
**Review by:**

<b>Legislated and other Mandate approved by Council</b>	<p>To encourage at least two members of the Association to seek election for the positions of President-elect, Vice-President and Councillor-at-Large.</p> <p>Regulation 941 cites the following mandate:</p> <p><b>12.</b> (1) The Council shall appoint a Central Election and Search Committee each year composed of,</p> <ul style="list-style-type: none"> <li>(a) the penultimate past-president;</li> <li>(b) the immediate past-president;</li> <li>(c) the president; and</li> <li>(d) two or more Members. R.R.O. 1990, Reg. 941, s. 12 (1); O. Reg. 157/07, s. 3 (1).</li> </ul> <p>(2) The penultimate past-president shall act as chair, unless he or she is unable or unwilling to act, in which event another member of the Central Election and Search Committee designated by the Council shall act as chair. R.R.O. 1990, Reg. 941, s. 12 (2); O. Reg. 157/07, s. 3 (2).</p> <p>(3) The Central Election and Search Committee shall,</p> <ul style="list-style-type: none"> <li>(a) encourage Members to seek nomination for election to the Council as president-elect, vice-president or a councillor-at-large;</li> <li>(b) assist the Chief Elections Officer as may be required by him or her; and</li> <li>(c) receive and respond to complaints regarding the procedures for nominating, electing and voting for members to the Council in accordance with this Regulation. O. Reg. 157/07, s. 3 (3).</li> </ul> <p>(4) Meetings of the Central Election and Search Committee shall be convened by the chair from time to time or as directed by Council. O. Reg. 157/07, s. 3 (3).</p>
<b>Key Duties and Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Encourage candidates to put their names forward as a candidate for one of the positions of the Council, namely, President-elect, Vice-President or Councillor-at-Large(s).</li> <li>2. Maintain confidentiality, adhere to committee rules of procedures and maintain impartiality during the election period and refrain from involvement in any member's campaign activities</li> <li>3. Declare a conflict of interest when appropriate</li> </ol>
<b>Constituency, Number &amp; Qualifications of Committee/Task Force Members</b>	<p>Positions are filled per section 12, Regulation 941.</p>

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<b>Term Limits for Committee members, Chair</b>	<ul style="list-style-type: none"> <li>• <i>Chair</i>: Penultimate Past President, One year per section 12, Regulation 941.</li> <li>• <i>Committee members</i>:             <ul style="list-style-type: none"> <li>○ Immediate Past President - One year per section 12, Regulation 941.</li> <li>○ President - One year per section 12, Regulation 941.</li> </ul> </li> </ul> <p>Two or more other committee members are appointed for a one-year term, from June to May. They may be re-appointed for a maximum of 3 consecutive one-year terms subject to approval by Council.</p>
<b>Qualifications and election of the Chair</b>	<p>Per section 12, Regulation 941, Penultimate Past President shall act as chair.</p>
<b>Succession Planning</b>	<p><b>Note:</b> All committees must have a succession plan, approved by Council, to ensure the orderly transition of the position of chair and vice chair as well as provide for the renewal of the committee's membership and on-boarding of new committee members.</p>
<b>Quorum</b>	<p>In accordance with Wainberg's Society Meetings Including Rules of Order and section 25(i) of By-Law No. 1, quorum for the purpose of having the meeting's decisions be considered binding is at least 50 per cent of the committee's/task force's membership present at the meeting.</p>
<b>Meeting Frequency &amp; Time Commitment</b>	<p>Time commitment will be approximately 3 hours per meeting. The time commitment includes meetings to co-ordinate recruitment of potential candidates for election to Council plus any additional time required to encourage potential candidates and to respond to complaints regarding the procedures for nominating, election and voting for members to the Council. There is also meeting time devoted to the development of the Committee's annual issues report to Council.</p> <p>The committee typically meets five times per year. The committee can choose to meet more frequently as situations require.</p>
<b>Operational year time frame</b>	<p>The Committee is stood down each year in June following submission of its Annual Issues Report to Council</p>
<b>Committee Advisor</b>	<p>Manager, Secretariat</p>