



Minutes

A VIRTUAL MEETING of the CENTRAL ELECTION AND SEARCH COMMITTEE was held on Thursday, September 30, 2021 at 1:00 p.m.

Present: N. Hill, P.Eng., Chair
C. Bellini, P.Eng., President
O. Xiao, P. Eng

Staff: J. Zuccon, P.Eng., CEO & Registrar
R. Martin, Manager, Governance
D. Smith, Director, Communications
M. Feres, Supervisor, Council Operations
D. Power, Secretariat Administrator

Guests: A. Elliot, Chief Elections Officer
J. Chisholm, P.Eng.
S. MacFarlane, P.Eng.
R. Subramanian, P.Eng.
R. Walker, P.Eng.

Regrets: M. Sterling, P.Eng., Past President
A. Arenja, Chair, Governance and Nominating Committee
L. Azimian, P.Eng.
C. Chahine, P.Eng.

CALL TO ORDER N. Hill, Chair, called the meeting to order.

APPROVAL OF AGENDA Moved by C. Bellini, seconded by O. Xiao:

That the agenda be approved as presented.

CARRIED

APPROVAL OF AUGUST 23, 2021 MINUTES The approval of the August 23, 2021 minutes was deferred.

CANDIDATE SEARCH PROCESS UPDATE The Chair stated that the Terms of Reference for the Central Election and Search Committee (CESC) are quite narrow. One of the roles of the committee is to seek candidates for the Councillor at Large, President and Vice President positions. There is some overlap with the Regional Election and Search (RESC) Committee which recruits for the regional councillor positions and therefore there is typically at least one joint meeting of the two committees.

a) ICD/EDO/GSI Postings

R. Martin advised that postings for Institute of Corporate Directors (ICD), Engineering Deans Ontario (EDO) and Governance Solutions Inc. (GSI) websites were discussed at the August 23, 2021 CESC meeting and that an update with links was provided in Appendix C of the meeting package.

The postings went up on the ICD website on September 8th and on the GSI website on September 7th. Both of these postings will remain on their websites until PEO elections close. John Kizas at EDO reported that they do not have a website at this time. John forwarded the PEO Council Election posting to the Deans and they in turn agreed to send it to all their faculty members.

b) Other Organizations

The Chair asked about other organizations. R. Martin responded that the committee, at its August 23rd meeting, agreed on postings for the three organizations listed above. While there was discussion about contacting other organizations, there was no clear direction from the committee on which specific organizations should be contacted.

The Chair stated that, moving forward, the committee needs, from staff, criteria for selecting other organizations that can assist in publicizing PEO's annual elections.

R. Martin noted that while there was some discussion at the August meeting about PEO's Christmas card list, there was no decision made to use this source of information. The Chair asked that in addition to the criteria, staff create a list of organizations to contact, including those on PEO's Christmas list.

The Chair confirmed that R. Martin will bring criteria back to the committee for the next meeting.

The Chair also suggested groups that are underrepresented such as black engineers and women in mining and nuclear as examples with diversity in mind.

Councillor MacFarlane stated that, in her view, one of the barriers in running for Council for those outside the chapter system is the requirement to obtain 15 signatures from those with a P.Eng. designation. She also suggested a job description that provides candidates with what is expected of council members.

The Chair noted that these are issues that should be referred to the Governance and Nominating Committee (GNC).

President Bellini noted that contacting some organizations and not others could be seen as preferential treatment in terms of who is being approached and that creating a list of who to contact should be

intentional as well as comprehensive. In light of President Bellini's comments, the Chair noted that the importance of developing a policy and criteria, to promote a consistent and intentional approach. Her intent is to have this function operationalized and documented so there is a good basis moving forward. She acknowledged that this may not be possible for the upcoming election but once this is in place PEO should be in a stronger position for the future.

Councillor Subramanian advised that the northern region has its own unique issues due to time and distance. Many young engineers have families so it is important for them to know about time commitments before they can consider running.

Councillor Walker stated that PEO's history has been recruiting members from the Chapter system. He advised that he directs anyone who is running and not in the chapter system to the chapter system immediately in order to obtain signatures.

CEO/Registrar Zuccon stated that the job of CESC as per legislation is to encourage members to seek nomination for Councillors at Large, President and Vice-President. He noted there are techniques to encourage nominations that have worked in the past and he will work with staff to try and introduce additional techniques. He noted that the criteria or principles in this regard are to look at opportunities to increase inclusivity. He felt that was doable in the short term. The other policy directives such as comparators will be done over time. He also expressed concern with ad hoc selection of groups being targeted without a well-defined purpose as to why those groups were chosen since it will be hard to justify to others why they were not selected. He suggested that a consensus be reached at the next CESC meeting as to "why" so that any messaging being developed through communications will enhance that conversation.

President Bellini added that CEO/Registrar Zuccon covered what is within the ability of CESC and staff to do right now and that future changes reside with GNC.

c) Engineering Dimensions

D. Smith advised that typically the September/October issue of Engineering Dimensions starts off the election process. He provided an overview of the contents for this issue, as well as for the subsequent two issues in November/December and January/February.

In addition to Engineering Dimensions, D. Smith noted other traditional avenues such the microsite peo.vote.ca where members can find all of the election materials, procedures, candidate statements, etc. Regular information is also posted from October through to the end of the final results on social media sites. Members are also targeted through mass eBlasts on dates of importance. PEO's election agent also sends weekly

reminders to those who have not yet voted.

D. Smith noted that there is no formal process for targeting other associations. He noted that last year, a new initiative involved the circulation of a letter to general members as well as other members who do not follow PEO as intimately as some of the volunteers. This was not a job description but a call to seek nominations and promote the fact that the nomination process was underway and that it was an exciting time to be on council due to transformational changes. The letter included what positions were available as well as a brief overview of some of the skills that would benefit someone for being a councillor. This letter was signed by the CESC chair and posted on PEO's website. A list was created through members of the CESC of different engineering organizations and employers of engineers that PEO could send this letter to with a request that they encourage and post the letter to their groups. Some organizations said yes, others did not respond. D. Smith suggested that this letter be modified or used as a template for the 2022 election.

In the past other organizations such as OSPE and CEO have been encouraged to post information regarding PEO elections to their websites. He noted that reaching out last year was done on more of an ad hoc basis so a more formal process on how this is done and who PEO reaches out to may be beneficial in the future.

The Chair suggested that communications continue to do what they did last year and to build on this. She advised that she would review the letter with D. Smith during the week of October 4th and would share the final version with CESC and RESC. D. Smith noted that it would be beneficial to send this letter out within the first week of the nomination period.

CEO/Registrar Zuccon advised that he would task the Regional Congress Committee (RCC) [or is it the Regional Councillors Committee?] to come up with a solid collection of issues/barriers so that Communications can start articulating them. This would include time commitment and travel so that potential candidates are aware of what they should expect. He asked all those present to identify some of the concerns so that a list can be presented to GNC for their deliberation.

d) Response to Survey of Councillors/2021 Candidates

The Chair noted that an email message was sent to those who ran last year as well as existing Councillors who are eligible to run. The message inquired about their intentions for the 2022 election. She advised that she had received some responses which she shared.

The Chair suggested that the CESC consider a process to operationalize this practice.

REGIONAL ELECTION AND SEARCH COMMITTEE UPDATES

The RESC members in attendance provided an update on their respective regions. They will continue their efforts in reaching out to potential

candidates.

**GOVERNANCE AND NOMINATING
COMMITTEE UPDATE**

President Bellini provided an update on behalf of Councillor Arenja, GNC Chair. He advised that GNC is the steward of the Governance Roadmap. Council is currently in the council composition phase. The work being done at the GNC level through council is the work needed to lay the groundwork for future change such as how to attract new councillors. Most of the changes being looked at right now will require legislative change so this is probably a few years out.

The Chair noted the hybrid model that was used this year regarding a survey asking councillors up for re-election and those who ran in the previous year what their plans were for the upcoming election. For the current election the email was sent out by staff with the responses going to her as CESC chair since there was a concern about volunteers reporting to staff. She noted that for volunteers to report to staff a policy is needed.

The Chair requested that GNC to indicate if this information would be useful going forward, whether it be status quo or the new state. Would operationalizing this be useful in the interim and future state? If the answer is “yes” she would like CESC to put a policy in place to operationalize this for next year so that the CESC chair does not have to be involved in the future.

President Bellini advised that this would be brought to GNC for their response. N. Hill advised that she like a response from GNC by the next CESC meeting.

OTHER BUSINESS

There was no other business brought forward for discussion.

DATE OF NEXT MEETING

The Chair advised that RESC members will be invited to the next CESC meeting. The Chair suggested that the next meeting be scheduled the week of October 25th which is the week following the start of the election period. R. Martin asked the Chair to send him some dates by email so that a doodle poll for the next meeting can be sent.

There being no further business, the meeting concluded.

These minutes consist of five pages.

N. Hill, P.Eng., Chair

R. Martin, Manager, Secretariat