Terms of Reference

Committee Name: Nominating Committee
Type: Governance Standing Committee

Chairperson: Appointed by Council
Vice-Chair: N/A

Responsible to: Council
AAA Administration Support: Executive Director

Composition: The Nominating Committee composition outlined in the AAA Bylaws 3.2 (1) includes:
- The Chair who shall be appointed by Council and is normally the Immediate Past President
- At least one Registered Architect appointed by the Chair who is a resident in the area lying north of a line drawn east and west of the southernmost limits of the City of Red Deer
- At least one Registered Architect appointed by the Chair who is a resident in the area lying south of the line referred to in the second point above
- At least one Licensed Interior Designer appointed by the Chair
- Other Registered Architects or Licensed Interior Designers as the Chair of the Nominating Committee considers necessary.

Term of Office: One-year term to a maximum of three years

Operating Guidelines or Criteria:
To foster leadership within the profession of architecture and interior design.

SPECIFIC AREAS OF RESPONSIBILITY

Mandate: The Nominating Committee is responsible for the annual Council elections as outlined in the AAA Bylaws – Part 3 – Election to Council – Sections 3.2 to 3.6; the appointments for all internal Committees; and the appointments of all AAA representatives on any external Committees. See Appendix A (attached)

Deliverables: The Nominating Committee shall:
- Review annually the succession planning for Council members and committee chairs, committee volunteers, AAA representatives on all external committees, taking into account the challenges and opportunities facing the profession and the skills and expertise required in the future on Council and AAA committees
- Be responsible for the recruitment, selection and nominating for the approval of Council, candidates
- Act as AAA representatives on external Committees as and when they arise
- Stay up-to-date and fully informed on the AAA’s strategic plan and challenges facing the professions
- Carry out other functions and decisions as may be delegated from time to time by Council.

Meetings, Timeframes, and Deadlines:
- Meetings can be virtual, on the phone, or in person.
- Members will receive five (5) self-directed learning hours for every serving year.

Proposed Approval / Review Date: Annually review its own performance and terms of reference and shall report its conclusions and recommend any changes it considers necessary to Council.
APPENDIX A

ARCHITECTS ACT 2000 – BYLAWS
Amendments approved by Members May 9, 2017

PART 3

ELECTION TO THE COUNCIL

Disqualification

3.1 If an individual ceases to be a voting member, that person is disqualified from:
   (a) nominating or being nominated as a candidate for election to the Council;
   (b) continuing to stand as a candidate for election to the Council; or
   (c) voting in an election for the Council membership, as the case may be.

Nominating Committee

3.2 (1) Each year the Council shall establish a nominating committee composed of:
   (a) a chair who shall be appointed by the Council;
   (b) at least one registered architect appointed by the chair of the nominating committee who is resident in the area lying north of a line drawn east and west on the southermost limits of the City of Red Deer;
   (c) at least one registered architect appointed by the chair of the nominating committee who is resident in the area lying south of the line referred to in clause (b);
   (d) at least one licensed interior designer appointed by the chair of the nominating committee; and
   (e) such other registered architects or licensed interior designers as the chair of the nominating committee considers necessary.

   (2) The nominating committee shall prepare a list of nominees as candidates for the Council membership consisting of at least that number of individuals required to fill the vacancies on the Council.

   (3) The list of candidates compiled by the nominating committee shall be sent to each voting member at least ninety (90) days before the annual general meeting.

   (4) During the period between ninety (90) days and sixty (60) days before the annual general meeting any combination of four (4) or more voting members may nominate a registered architect or licensed interior designer who is not on the list of candidates compiled by the nominating committee if:
      (a) the nomination is in writing and is received by the Executive Director at least sixty (60) days before the annual general meeting; and
      (b) the nominee consents in writing to stand as a candidate for election.

Withdrawal of Nominations

3.3 (1) Any individual nominated may withdraw provided written notification is received by the Executive Director at least thirty-five (35) days before the Annual General Meeting.

   (2) If, after one or more candidates have withdrawn, become disqualified or died, the number of candidates does not exceed the number of vacancies on the Council to be filled, no further withdrawals shall be made or accepted.

Disqualification or Death after Nominations Close

3.4 (1) Subject to subsection (2), if a candidate becomes disqualified or dies between the date nominations close and the date the election results are announced by the President and the disqualification or death results in fewer candidates than there are vacancies to be filled on the Council, the election shall proceed in all respects as if the candidate had not become disqualified or died until immediately after the individual was elected as a member of the Council.

   (2) An individual elected by virtue of the operation of subsection (1) shall not be considered as having been elected to or as having served on the Council except for the purpose of section 4.9 (4)
Late Nominations

3.5 If a candidate becomes disqualified or dies before nominations close, and as a result the number of candidates is less than the number required to fill the vacancies on the Council, the nominating committee shall nominate one or more other registered architects or licensed interior designers to replace the former candidate or candidates.

Election by Acclamation

3.6 If on the date nominations close there are the same number of candidates nominated for election to the Council as there are vacancies to be filled, the President shall, at the annual general meeting, declare those candidates elected and no vote is required to be held.