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|------------------------|----------------------|------------------------------------|--|
| <b>Committee Name:</b> | Nominating Committee | <b>Type:</b>                       | Sub-Committee of Council's Governance & Human Resources Committee (GHRC) |
| <b>Chairperson:</b>    | Appointed by Council | <b>Vice-Chair:</b>                 | N/A  |
| <b>Responsible to:</b> | GHRC                 | <b>AAA Administration Support:</b> | Executive Director   |

- Composition:**
- The Chair who shall be appointed by Council.
  - Plus, a minimum of another three (3) members whose AAA membership status is in good standing.
  - Maximum committee size of six (6) members.
  - Membership of the committee to be inclusive of both professions.\*

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

With the exception of the Chair position (appointed by Council), renewal of committee appointments shall be at the discretion of the Governance & HR Committee.

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

## SPECIFIC AREAS OF RESPONSIBILITY

**Mandate:** **Council Nominations**

The Nominating Committee is responsible for assisting the Council in recruitment of qualified candidates for the annual Council election. Part 3 of the AAA bylaws outlines the particulars around the nomination process that is ultimately the responsibility of Council.

**External Committees**

The Nominating Committee is independently responsible for the recruitment and selection and/or nomination of members to external committees whereby a member shall be expected to represent the AAA in an official capacity.

**Honors and Awards**

The Nominating Committee is also responsible for the assessment of members for honors and recognition as and when it is outlined within the terms of reference for such awards/recognition programs.

**Deliverables:** The Nominating Committee shall:

**Council Candidates**

- On an annual basis, review the upcoming Council vacancies and consult with the Governance & HR Committee on the skills and expertise required in the next Council year.
- Take the lead on the identification of potential candidates.
- Take the lead on proactive recruitment of candidates.
- Follow the nomination timeline and requirements as per the AAA Bylaws.
- Collaborate with the Governance & HR Committee in the above task with a goal of presenting a full slate of candidates to the membership for election or acclamation.

**Deliverables  
(cont'd):**

**External Committees**

- Take responsibility for the recruitment and selection and/or nomination of members to external committees whereby a member shall represent the AAA in an official capacity.

An example of such committees includes appointments to the Safety Codes Council sub-councils. AAA administration involvement in external committees (where staff are engaging in external affairs) is not included in this mandate.

**Honors and Awards**

- On an annual basis, assess candidate names put forward for honors and awards and make decisions as appropriate to the terms of reference for the respective recognition programs.
- For the **Tom Sutherland Award**, take the lead on calling for nominations from the membership, and for assessing those nominations. Where no nominations are forthcoming from the membership, take the lead on choosing qualified candidates and proactively seeking nomination references as per the terms of reference for the award. This exceptional honor is not required to be awarded in any given year.
- For the **Honorary Membership**, assess the names that may come forward and make a recommendation to Council for approval as appropriate. This exceptional honor is not required to be bestowed in any given year.
- Support the association with other awards and recognition programs as the committee may be asked to consider from time to time.

**Meetings,  
Timeframes, and  
Deadlines:**

- Meetings can be virtual, on the phone, or in person.
- The committee shall report activities to the GHRC on a quarterly basis or upon request.

**Proposed Approval  
/ Review Date:**

Approval Date: March 19, 2021

This committee shall review its own performance and terms of reference on an annual basis and recommend any changes it considers necessary to Council.

\* Representatives on the committee may be Registered Architects, LIDs or Retired Members.

## **APPENDIX A**

### **ARCHITECTS ACT 2000 – BYLAWS Amendments approved by Members December 11, 2020**

#### **PART 3 ELECTION TO COUNCIL**

##### **Nominations**

- 3.2 (1) The Council 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.
- (2) Members in good standing who wish to put their name forward as candidates for Council shall do so in writing to the Executive Director at least ninety (90) days before the annual general meeting. These names will be forwarded to Council for their review.
  - (3) The list of eligible candidates compiled by the Council shall be sent to each voting member at least sixty (60) days before the annual general meeting.

#### **PART 5 COMMITTEES**

##### **Other Committees**

- 5.3 (1) The Council shall:
- (a) determine the membership requirements and term of office of committees of the Council;
  - (b) designate the chair and, if necessary, vice-chair of the committees; and
  - (c) determine the functions, duties and responsibilities of the committees.
- (2) The Council may appoint such other committees of the Council or establish committees of the Association as the Council considers necessary and shall designate the chair and if necessary, the vice-chair of each committee so appointed.
  - (3) A committee of the Council or a committee of the Association may be composed of such individuals as the Council considers necessary and may include persons who are not registered architects, licensed interior designers or members of the Association.
  - (4) Individuals appointed to a committee may be appointed for a fixed period or periods of time but not all members need be appointed for the same period of time. BYLAWS Amended and Effective: December 11, 2020 8
  - (5) Individuals appointed to a committee may have their appointments terminated at any time by the Council or have the designation of chair or vice-chair revoked, as the case may be.
  - (6) Notwithstanding anything in this section, the Council may delegate to the chair of any committee that is not a standing committee, the ability to appoint or dismiss members of that committee.
  - (7) The Council may establish rules of order and procedure for the conduct of business of a committee established by it.
  - (8) If no rules of order and procedure are established by the Council the order and procedure at meetings of a committee shall be those normally accepted rules of order and procedure governing meetings of a like nature, but if a dispute arises the dispute shall be settled by the chair of the meeting and the chair's decision is final.