



Nominations Fact Sheet

This fact sheet provides information for Editors Canada members and student affiliates regarding the nominations process, as well as the election and appointments process.

What happens in the nominations process?

The national nominating committee is usually chaired by the past president. The chair recruits committee members from across the country, trying to get representatives that reflect the country as a whole.

The committee starts recruiting nominees about four months before the annual general meeting (AGM). They look for nominees for director positions on the national executive council (NEC), as well as committee chairs to recommend to the NEC.

The chair of the committee also issues a call for NEC and committee chair nominees. This goes out to Editors Canada members and student affiliates. Self-nominations are welcome.

The nominating committee compiles a list of all of the director candidates. The list of director candidates and their election statements are sent to members in the call-to-meeting email that goes out before the AGM.

Committee chairs are not elected at the AGM. Candidates for chair positions are announced at the AGM and the NEC later votes to approve the recommended candidates.

Who can stand for election as a director on the NEC or be recommended for a committee chair position?

All directors must be members of the association in good standing throughout their term.

All national committee chairs can be members or student affiliates with the same stipulation about good standing.

Where can I find descriptions of the work involved in being a director?

You can find details about the NEC and each director's responsibilities in the document called [National Executive Council Roles and Responsibilities](#).

Note that federal legislation requires that directors be elected to be directors; they are not elected to fill particular positions. However, the nominating committee tries to ensure that there will be at least one person on the slate who is willing to serve in each position.

Where can I find descriptions of the work involved in being a committee chair?

You can find information in these documents that describe committee work and chair roles

- [Overview of National Committees and Positions](#)
- [Guidelines for Committee Chairs and National Positions](#)

How much of a time commitment is this?

Depending on the position and the time of year, directors can expect to spend two to ten hours a week doing the work involved in their position. NEC positions involve travel to two to four weekend meetings a year, occasional videoconferences or teleconferences, and regular (sometimes lengthy) email discussions.

Committee chairs can expect to spend about one to three hours a week doing their work.

How long are the terms?

Directors

- Directors are elected for two-year terms, as per the Bylaw and the National Nominations Procedures.
- If a director is appointed by the NEC, the person must stand for election at the next AGM (if they want to continue to be a director).

Chairs

- Chairs for national committees are appointed annually by the national executive council
- A chair is usually appointed to the same position for a second year.
- There is no written rule on how many years a chair can be in the position, but generally it is one to two years.
- Two people may also serve as co-chairs of committees.

How many nominees does the nominating committee recruit?

The nominating committee tries to find nominees to fill each open position.

If a position on the NEC or a national committee remains vacant after the AGM, the national nominating committee can continue recruitment until all positions are filled. The NEC may appoint an eligible member of the association to a vacant position on the NEC to serve until the next AGM.

The national nominating committee may recruit more candidates than there are vacant positions for any given year. People may also be nominated at the AGM. If there are more director nominees than there are director positions, there will be an election at the AGM.

What happens at the AGM?

If there are more director nominees than there are positions, there is an election at the AGM.

If there is the same number of nominees as open director positions, or there are fewer nominees than there are open director positions, there is no election and the nominees are acclaimed. There cannot be an election if there are no extra candidates, as per *Robert's Rules of Order* (11th ed.), p. 443.

If only one person is nominated and the bylaws do not require that a ballot be taken, the chair, after ensuring that, in fact, no members present wish to make further nominations, simply declares that the nominee is elected, thus effecting the election by unanimous consent or "acclamation." The motion to close nominations cannot be used as a means of moving the election of the candidate in such a case.

What guidance documents do the nominating committee and the AGM chair use?

The committee and the AGM chair use the following governance documents to guide the nomination and election process:

- Canada Not-for-profit Corporations Act
- Canada Not-for-profit Corporations Regulations
- Editors' Association of Canada Bylaw (section 5.08)
- National Nominations Policy
- National Nominations Procedures
- *Robert's Rules of Order*