



GOVERNANCE & NOMINATIONS COMMITTEE

Terms of Reference

Reports to: Alberta Chamber Executives Board

- Objective:
1. To ensure that the membership is well represented on the Board of Directors and that there are members which are constantly and continually informed and prepared to serve the membership on the Board of Directors for the Alberta Chamber Executives; and
 2. To ensure that the Board of Directors continually understands and implements good Board governance practices;
 3. To cause the by-laws of the Alberta Chamber Executives to be reviewed on a regular basis with an aim to review biennially.
 4. To work to ensure that good Board Governance practices and procedures are followed by the Directors of the Board of ACE;

In keeping with the Bylaws of the Alberta Chambers Executive Article VII section 23 the nominations committee:

- I. Will consist of a Chairperson (the Past President) and two members at large;
 - II. Will submit nominations for the offices of President, Vice President, Secretary, Treasurer (two year term) and two Directors; one for a one-year term and one for a two-year term;
 - III. Will accept nominations from the floor of the Annual General Meeting provided the nominator can provide written consent from the Nominee.
- Responsibilities:
1. Where directed by the Board, the Committee will cause the Bylaws to be reviewed and recommendations for change appropriately recommended, at minimum, every two years.
 2. Contact members who would have the experience to fill the positions
 3. Prepare the Slate of Nominations by the end of June each year
 4. Distribute the Nominating Committee's slate of nominations
 5. Prepare ballots for the election proceedings, if required
 6. Chair of the committee will preside over the election proceedings

Composition:

The Committee shall be comprised of at least three (3) members, who shall be:

1. The Past President of ACE;
2. At least two other members of ACE. Preference will be to retain Past Presidents of ACE as members of the committee and when unavailable to populate the committee from Past Presidents, then members at large will be selected.
3. Members of the Committee will serve a one-year term.

Approved: November 12, 2014