### Nominating Committee

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| **SECTION:** | Nomination and Elections | **ORIGINATED:** | 1985 |
| **TITLE:** | **NOMINATING COMMITTEE** | **REVISED:**15Sep, 24Apr | 06Nov, 09Sep, 12Feb, |
| **NUMBER:** | 3.1 | **PAGES:** | 2 |

##### PURPOSE

To identify at least one suitable candidate willing to accept a nomination for each of the Executive positions open for re-election.

##### POLICY

* + 1. The Membership Director shall serve as Chairperson of the Nominating Committee. If the Membership Director is not able to chair, the President will appoint a Chair at the September meeting.
		2. At the September meeting, the President appoints two (2) other IPAC-EO members to serve on the Nominating Committee.

##### FUNCTION

1. The Nominating Committee Chairperson liaises with the Chair from the previous year.
2. The Nominating Committee:
	1. informs membership regarding the executive vacancies and how to nominate candidates using the Chapter Nomination Form (*attached*) after the September meeting, including a deadline for nominations of October 31;
	2. encourages members to inform the Committee if they are interested in volunteering for an Executive position;
	3. receives nominations for Executive positions;
	4. nominates one candidate to fill each Executive vacancy, considering the skills and expertise required (NOTE: nominations to the Executive require two nominators);
	5. ensures that a Nomination Form is completed for each candidate to an Executive position;
	6. encourages and accepts volunteers to other chapter and IPAC Canada representative positions, and announces these updates following the Executive elections.
3. Nomination forms will be retained for archives.
4. If there is only one candidate for the position, the nominee is elected by acclamation.
5. If there are positions that have not been filled, nominations will be accepted at the AGM.
6. When there is more than one candidate for a position:
	1. The Chairperson conducts the election at the AGM by secret ballot, using an anonymous electronic polling system (e.g., Zoom polling).
7. Members holding “Student” or “Retired” membership status are not permitted to vote.
8. The President will abstain from voting, unless a tie-breaking vote is required.

##### REFERENCES

1. IPAC-EO Terms of Reference (<http://www.ipac-canada.org/IPAC-EO/TOR.pdf>)

2. IPAC Canada Policy 12.10 (<http://www.ipac-canada.org/Members/policies/12-10.pdf>)

**IPAC - EASTERN ONTARIO**

A Chapter of Infection Prevention and Control Canada

## NOMINATION FORM for EXECUTIVE POSITIONS (Policy 3.1)

*We, the undersigned, wish to nominate* (Name)

(Title)

 (Facility)

*as a candidate for election to the position of* (Office)

*on the IPAC-EO Executive. Term to commence*

(date)

1. (Nominator name)

 (Signature)

1. (Nominator

name) (Signature)

Dated:

##### CONSENT OF CANDIDATE

*I, the undersigned, acknowledge the above nomination and consent to allow my name to stand for this position.*

(Signature)

 (Date)

##### Please complete and send to the Membership Director (Chair of Nominating Committee) by October 31.

Revised April 26, 2024