

**OLD GRACE HOUSING CO-OPERATIVE  
NOMINATIONS COMMITTEE**

**TERMS OF REFERENCE**

<b>Item</b>	<b>Considerations</b>
<b>A. Role / Mandate</b>	<p>The Nominations Committee is a Standing Committee (see <u>By-law 4.03</u>).</p> <ol style="list-style-type: none"> <li>1. To recruit at least one OGHC Member for each position that is or is expected to be vacant on the Board of Directors, in accordance with By-laws 3.03, 3.04, and 3.06 of the <u>OGHC By-laws</u>.</li> <li>2. To disseminate profiles of candidates in advance of elections to the Board of Directors.</li> <li>3. At the request of the Board, to assist the Board in recruiting candidates for other important volunteer leadership positions in the co-op such as committee chairs.</li> </ol>
<b>B. Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Disseminate information about vacant positions, invite volunteers, interview volunteers, encourage individuals to consider nomination, and disseminate information about candidates to the co-op.</li> <li>2. Inform OGHC Members that they can volunteer for election to the board at any time up to and including the general meeting at which an election takes place. They are encouraged but not required to sign up as candidates through the Nominations Committee.</li> </ol>
<b>C. Chair</b>	<p>The committee chair is appointed by the Board for a 1-year renewable term.</p>
<b>D. Membership</b>	<ol style="list-style-type: none"> <li>1. Three to five OGHC members including the chair (minimum three).</li> <li>2. Members are appointed by the Chair and the Board is informed of their appointment.</li> <li>3. Current members of the Board of Directors are not eligible for membership in the Nominations Committee.</li> <li>4. The committee membership should reflect the diversity of the OGHC community and should encourage the participation of equity-seeking groups.</li> </ol>
<b>E. Liaison with Board</b>	<p>Liaison is from the chair of the Nominations Committee to the President (or President's delegate).</p>
<b>F. Reporting</b>	<p>Reporting to all members includes:</p> <ol style="list-style-type: none"> <li>1. Calls for volunteers for board and other positions</li> <li>2. Announcement of candidates and election/appointment process</li> <li>3. Reports on the membership and activities of the committee at Annual General Meetings (and at other occasions if needed)</li> </ol>

<b>G. Quorum</b>	The quorum for board-appointed committees is 51% of voting members, minimum 2.
<b>H. Decision-making</b>	Decisions are made using the co-op consensus decision-making model. Decisions are recorded in reports as noted above under Reporting.
<b>I. Frequency of Meetings</b>	The committee meets at the call of the chair when there is a need for a nomination to the Board or (at the request of the Board) a committee position.
<b>J. Term of appointment</b>	The Nominations Committee is a standing committee per By-law 4.03, with appointments of the chair and members to a 1-year renewable term.
<b>K. Date of last review</b>	<b>11 June 2024</b>
<b>K. Confidentiality</b>	Discussion regarding nominations is confidential. All committee members are required to sign a confidentiality agreement.
<b>L. Amendment History</b>	Version 5 2022.02.28 approved by Board on 2022.03.15. Version 4 2022.02.16. Revised following discussion by the Board and Governance Committee. Version 3 2022.01.19, submitted to Board for consideration on 2022.02.08. 2022.01.18 Review by Governance Committee Version 2, 2022-01-08 following review by Lynn Clark Version 1 of Terms of Reference: 2021-12-04