Appendix 6.4.1

OGHC Standing Committee Terms of Reference: Nominations

OGHC by-law numbers are referenced in parentheses.

Item	Considerations
Mandate	● Promotes co-op Board of Director elections. The Committee educates Members about role of the board and the election process and encourages Members to consider declaring their candidacy for a Board position, but it does not nominate or endorse candidates. OGHC By-law authority (4.03) for committee authority. All committees are accountable to the Board (4.03 d). ○ 3.01 Number of Directors ○ 3.03 Director Qualifications ○ 3.04 Directors Must be Members ○ 3.05 Election and Term ○ 3.06 Nominating Candidates for Director ○ 3.07 Tie Votes ○ 4.02 Officers ○ 5.01 Duty of Care of Directors and Officers
Related Policy & Procedure	● Website- Board resource and orientation page
Membership	● Minimum of 3 members (4.03), maximum of 5 including the Chair and/or Co-chair. ● Current members of the Board of Directors are not eligible for committee membership. ● Committee members should reflect the diversity of the OGHC community and encourage the participation of equity groups.
Term of Appointment	● Committee members are appointed by the Board for 1-year terms, renewable by mutual agreement (4.03 c) ● The previous year's committee will serve until the Board approves the new committee.
Responsibilities	● Annually review applicable policy, procedure, forms and website to ensure they are up to date ● Annual transition planning: Conduct an annual evaluation of committee operations and submit the following information to the Board one month prior to the Annual General Meeting.

	● Representative(s) of the committee will meet with the Board following the AGM to review committee terms of reference (4.03 c). The annual transition planning information provided will inform this conversation. ● Members must disclose if there is a real or perceived conflict of interest in conducting committee business and record it in meeting minutes. ● Disseminate information about the Board election process, including members' right to offer their name, Board roles and responsibilities, vacant positions and candidate profiles. ● Promote opportunities for Board candidates or volunteers for important leadership positions such as committee chairs, at the request of the Board. ● Provide the Board with a list of members who have declared their candidacy for the Board of the Directors.
Committee Member Roles	● **Chair** ○ Board liaison to the President (or President's delegate) ○ Communicate with OGHC members about the election process through the newsletter and residents forum ■ Profiles of candidates shared in advance of elections. ○ Share Board Resources and Orientation information including Roles and Responsibilities of Directors and Officers, so members can make an informed decision. ○ Meet with members considering nomination ○ Schedules committee meeting dates in consultation with all members. ○ Sets agenda, prepares materials, and facilitates the meetings. ○ Prepare Reports for Board and General Membership Meetings ○ Submit minutes to the board after meetings ● **Members** ○ Promote elections when they happen
Communications	● The Nominations committee does not have an OGHC committee email address or Google Workspace
Confidentiality	● All Committee members must sign the OGHC Confidentiality Agreement and the OGHC Financial Confidentiality Agreement upon their appointment and reappointment. Forward signed documents to the Secretary.
Quorum	● 51% of committee members ● Minimum of two members

Decision-making	● Consensus
Frequency of Meetings	As needed
Reporting	Meeting Minutes ● The Committee must keep records of their meetings and forward these to the board Secretary The Board will decide if the information will be distributed more widely (4.03 e). General Member Meeting ● Must provide a written report on its activities and circulate to members when requested by the board.
Date Approved by Board	