



Alberta College of
Speech-Language Pathologists
and Audiologists

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COUNCIL COMMITTEE Nominations Committee

Terms of Reference

Purpose:

To lead the process for selection of suitable candidates for election to ACSLPA Council.

Membership:

The Nominations Committee is appointed by Council on or before July 1st of each year. The committee shall be composed of a minimum of three regulated ACSLPA members, including a current Council representative, a former Council member, and a member from the General Register. The Registrar will serve in an ex-officio capacity. The current Council member cannot be up for re-election in the year they are appointed to the nominating committee.

In order to facilitate communication with Council, the current Council representative will typically be named as chairperson for the committee.

Terms of Office:

One-year term, renewable as required.

Duties and Responsibilities:

1. Adopt procedures for nominating and electing council members, in accordance with the ACSLPA Bylaws.
2. Review the annual Call for Nominations package, confirming the number of Council vacancies for the upcoming year.
3. Ensure that publication of the Call for Nominations occurs as outlined in policy.
4. Recruit and vet potential candidates who are eligible for nomination and election as a Council member.
5. Endeavor to ensure representation by both speech-language pathologists and audiologists as part of the candidate pool, whenever possible.
6. Prepare a summary report to Council at the end of the election process.

7. Conduct themselves in accordance with the Code of Conduct for ACSLPA Council and Committee Members.
8. Undertake any other power or duty as assigned by Council.

Meetings:

The Nominations Committee shall meet annually, or as required.

Reporting To:

The Nominations Committee is a standing committee of ACSLPA Council.

Liaises With

The Nominations Committee liaises with the President, ACSLPA staff and regulated members of ACSLPA as necessary and required.

To Be Reviewed

Bi-annually.

Approved:

June 2017; revised March 2020