



Nominating Committee

Terms of Reference

Policy Number: TOR-5

Date of Approval	Responsible Authority	Last Revised
March 14, 2012	CMLTM Council	December 7, 2022

Purpose

In partnership with the Registrar, registrants, and Council; the Nomination Committee communicate with and mentor potential Council members, Committee Chairs, or Committee members and strive to obtain a sufficient number of nominations for the election process for Council and committee vacancies;

- To manage the election process in cooperation with the Registrar/CEO and to present the election results at the Annual General Meeting (AGM) and in the Annual Report.
- To work with Council to mentor candidates for executive positions prior to the election meeting each year.
- To assist Council in selection of Committee chairs as necessary.

Authority

To govern the election process pursuant to Article V. of the College of Medical Laboratory Technologists of Manitoba By-laws.

Composition

The committee shall be comprised of an appointed Council member as chair and a minimum of one other person.

Terms

The Chair shall be a Council member or recent member of Council, within the past three (3) years, appointed annually by the Council.

Committee members shall be appointed by the Nomination Committee Chair, subject to Council approval, and serve for a one-year term.

At least one active member of Council shall be part of the nominating committee

Meetings

The committee shall meet as required.



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Reporting

The Chair shall provide the results of the election at the AGM.

The Chair shall provide an annual report to be included in the CMLTM Annual Report.

The Chair shall provide reports, in writing, to the Council as requested.

The Chair shall submit minutes of all meetings to the Registrar/CEO.

Revision History

- March 14, 2012 – Date of Approval
- May 14, 2014
- September 20, 2019
- February 8, 2020
- December 7, 2022 – Last Date of Revision