

N.B.A.R.E.A./A.E.I.N.B.

New Brunswick Association of Real Estate Appraisers

Association des évaluateurs immobiliers du Nouveau-Brunswick

TERMS OF REFERENCE

COMMITTEE: **NOMINATIONS, ELECTIONS & SPECIAL AWARDS COMMITTEE**

APPROVED: **April 20, 1994**

REVISED: **October 5, 2000**

COMMITTEE MEMBER QUALIFICATIONS: Must be a member of NBAREA in good standing.

COMPOSITION: The Committee shall consist of a Chairperson and four members of the Association appointed by the Board.

TERM OF OFFICE: The members of the Nominations, Elections & Special Awards Committee shall hold office for a period of two years. One half of the Committee members will retire each year but any member of the Committee may be eligible for reappointment. A list containing the names of the suggested Committee Members will be submitted to the Board of Directors for approval at its first meeting immediately following the Annual General Meeting.

QUORUM: One half of the Committee Members shall constitute a quorum.

VIII. DUTIES PER THE BYLAWS:

10. a) The Nominations, Elections, and Special Awards Committee shall consist of the Chairperson and four members of the Association appointed by the Board as required.
- b) The Committee shall carry out the responsibilities provided for in Part VI of these Bylaws; solicit, receive, review and tabulate nominations for special awards as the Board may from time to time authorize, and perform such other functions as may be requested by the Board.

VI. Executive Committee

3. The Nominations, Elections and Special Awards Committee shall, at least ninety days before the date fixed for the annual meeting, solicit names of members to run for the office of Vice-President, Secretary and Treasurer, and shall prepare a ballot containing the names of the members running for election.
4. No names shall be added to the ballot less than sixty days before the date of the annual meeting.
5. One ballot and a return envelope marked ballot shall be sent to each voting member by ordinary mail not less than forty-five days prior to the date of the annual meeting.
6. The completed ballot shall be returned in the sealed envelope, marked ballot, to the Secretary no later than 12 o'clock noon on the fifteenth day before the annual meeting, otherwise the ballot is not valid and shall be rejected.
7. The auditors for the Association shall serve as scrutineers to count the ballots and report the results of the voting to the Secretary.
8. The members receiving the highest number of votes shall be declared elected and the scrutineers will so verify in writing to the Secretary not less than ten days prior to the annual meeting, stating the number of ballots cast for each nominee.
9. The Secretary shall immediately report the results of the voting to the President and to the Chairperson of the Nominations, Elections and Special Awards Committee.

Regional Representatives

10. The Nominations, Elections and Special Awards Committee shall at least ninety days before the date fixed for the annual meeting, solicit names of members to run as representatives to the Board of Directors from each Region referred to in Part V of the Bylaws, and shall prepare a ballot containing the names of the members running for election.
11. Sections 4 to 9 of this Part shall apply to the election of regional representatives, provided that only members from each Region are eligible to vote for the representative for that Region.

General

12. All members running for election must confirm their willingness to do so in writing to be filed with the Nominations, Elections and Special Awards Committee.
13. In the event that a position is not contested, the ballot shall name the member seeking office and indicate that the member has been elected by acclamation.
14. A regional representative is not eligible for election in more than one Region.

15. The final report of the Nominations, Elections and Special Awards Committee shall be submitted to the annual meeting and the slate so reported shall be declared elected by the Committee Chairperson and shall take office at the conclusion of the meeting.
16. In the event of a tie vote with respect to persons to be elected under Sections (2), (3) or (10) the tie shall be broken by the President casting a deciding ballot.

DUTIES OF THE CHAIR:

1. The Chair is to provide the Executive Director with a detailed list of Committee Members within 14 days following the Annual General Meeting and the list must be available for approval by the Board of Directors at their May meeting.
2. The Chair will call meetings of the Committee as required.
3. The Chair (or appointee) will prepare and submit to the Executive Director an article (a paragraph or two) directed to the membership to be published in the newsletter of the Association. The Executive Director will notify the Chair 14 days in advance of the article being required.
4. The Chair will prepare and submit to the Executive Director no later than 15 days in advance of the Annual General Meeting, a detailed written report outlining the Committee's activity during the past year. The Chair (or appointee) is to be present at the Annual General Meeting to provide the report and the Executive Director shall be advised of the presenter accordingly, 15 days prior to the Annual General Meeting.
5. The Chair will prepare and submit to the Executive Director no later than 15 days in advance of each Board of Directors Meeting, a detailed written report outlining the Committee's recent activity.
6. The Chair of the Committee will make arrangements for counting of the election ballots no sooner than 12 noon 15 days prior to the date set for the Annual General Meeting. The accountant of the Association shall be present to act as a scrutineers as will the Executive Director.
7. The Chair will, 10 days prior to the date set for the Annual General Meeting, inform the Secretary of the Association of the results of the election.
8. The Chair (or delegate) will prepare the slate of officers pursuant to the election and present same at the Annual General Meeting of the Association.
9. The Chair will appoint a member of the Committee to record the proceedings of each meeting held by the Committee. The minutes of the meeting shall be forwarded to the Committee Members and the Executive Director no later than 14 days after the date of the meeting.

DUTIES OF THE COMMITTEE:

1. The Committee will be responsible for the annual election of officers of the Association in accordance with Association bylaws.
2. The Committee will contact the Chair of each Committee of the Association 90 days in advance of the date set for the Annual General Meeting and ascertain which members of the Committee will be retiring or completing their terms or remaining on the Committee for another term. This list will be forwarded to the Vice-President and the Executive Director no later than 60 days prior to the date set for the Annual General Meeting.
3. The Committee will actively recruit members to fill the vacancies for all positions of the Board of Directors and Committees.
4. The Committee will compile a list pursuant to its research under number 2 of this section of those who are eligible to receive a Certificate of Recognition (Committee Members), a Plaque (Committee Chairs/Board Members) or an award (President) with the dates of service to be inscribed on each.
5. The Committee will order the awards as required in number 4 of this section and provide same to the Executive Director no less than 15 days prior to the date set for the Annual General Meeting.
6. Adhering to the following criteria the Committee will select a Lee I. Mersereau award recipient:

The Lee I. Mersereau Award originated in 1996 in memory of Lee Mersereau who was the first AACI in the Province of New Brunswick and an instructor of appraisal courses for many years. The first award was presented to Mr. Mersereau's family at the 1996 Annual General Meeting of NBAREA.

The Award is presented when warranted, in honour of Mr. Mersereau, to a member who has made an outstanding contribution to the appraisal profession or has distinguished himself/herself in assisting the professional aims of the NBAREA/AEIN-B or AIC/ICE.

The Nominations, Elections & Special Awards Committee shall solicit and receive nominations from the general membership of the NBAREA/AEIN-B. The nominee must be an active or retired member of the Association.

The Executive Committee was be informed of the Committee's decision immediately upon conclusion of same.

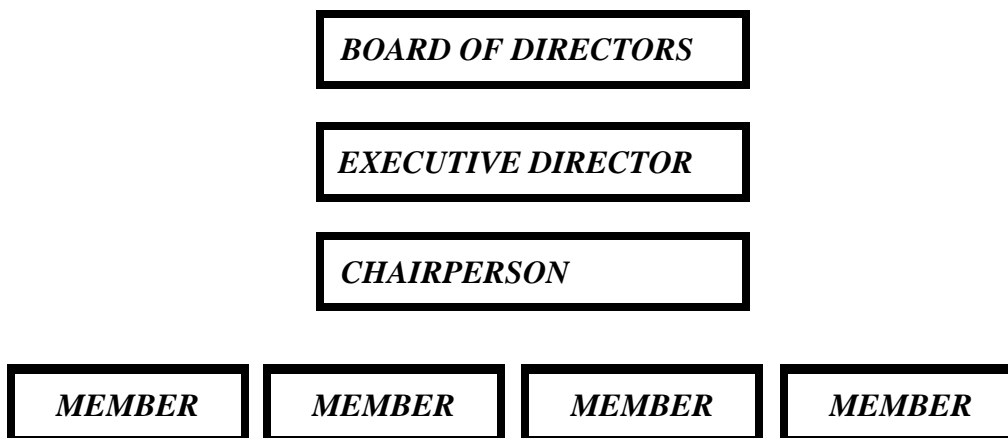
The membership will be advised by letter, Association publication or by a method deemed appropriate no later than 60 days prior to the Annual General Meeting. Nominations must be received by the Nominations, Elections, & Special Awards Committee within 90 days prior to the Annual Meeting. Nominations received after the deadline will not be considered. All nominations will be tabulated by the Committee.

No more than one award may be presented unless otherwise approved by the Board of Directors.

The recipient of the award will be determined by the Nominations, Elections, & Special Awards Committee. The award will be presented at the Annual General Meeting.

7. The Committee will review its terms of reference, establish its short and long term action plans and provide suggestions, changes and intentions to the Executive Director no later than June 30th annually. The Executive Director will forward the information to the Board of Directors for approval.
8. The Committee is to prepare and deliver each year no later than June 30th, a detailed budget for the Committee for the upcoming year.
9. All Committee members must submit to the NBAREA within 30 days of incurrence, any expense claims, complete with receipts, for travel, meals etc., incurred while on Committee business. All expense claims must be submitted to the Association Office prior to the end of the fiscal year, December 31st. Expense claims submitted after the 31st of December will not be reimbursed.
10. The Committee will accept and proceed with the directions provided by the Board of Directors, Act, Bylaws and Strategic Plan of the Association in a timely manner unless the directions are contrary to the provisions for the Committee as per the *Act to Incorporate the New Brunswick Association of Real Estate Appraisers*.
11. The Committee will become familiar with the Association's flowcharts / time-line calendars attached hereto and will adhere to them accordingly.
12. The files of the Committee shall be maintained at the Association Office and will be the responsibility of the Executive Director.
13. The Committee will develop and present to the Executive Committee for approval, the criteria for the Honorary Membership Award.

FLOW CHART - NOMINATIONS, ELECTIONS & SPECIAL AWARDS COMMITTEE



TIME-LINE CALENDER - NOMINATIONS, ELECTIONS & SPECIAL AWARDS COMMITTEE

JANUARY	FEBRUARY	MARCH
<p>1. Solicit nominations from membership for positions on the Board and the Lee Mersereau Award Recipient 90 days before AGM.</p> <p>2. Obtain a list of retiring members from Committee Chairs</p>	<p>1. Deadline for nominations - 60 days before AGM.</p> <p>2. Provide Executive Director and Vice President with the list of retirees for Committees.</p> <p>3. Notify membership who was selected as the Lee Mersereau Award Recipient.</p>	<p>1. Prepare and deliver to the Executive Director a report 15 days prior to the AGM.</p> <p>2. 45 days before the AGM, send ballots out to members.</p>
APRIL	MAY	JUNE
<p>1. Begin development of Annual Terms of Reference for Committee.</p> <p>2. 15 days before the AGM, deadline for ballots.</p> <p>3. Count ballots with Assoc. Accountant and Executive Director.</p> <p>4. Report election results to the Secretary of the Association 10 days prior to the AGM.</p> <p>5. 15 days before the AGM deliver awards to the Executive Director.</p> <p>6. Deliver a report to the membership at the AGM.</p> <p>7. Deliver a report re: the slate of officers at the AGM.</p>		<p>1. Annual Terms of Reference, with short and long term goals are to be delivered to the Executive Director.</p> <p>2. Deliver to the Executive Director a detailed budget request for the upcoming fiscal year by June 30th.</p>
JULY	AUGUST	SEPTEMBER
	<p>1. Terms of Reference to be reviewed and approved by the Board of Directors.</p>	
OCTOBER	NOVEMBER	DECEMBER