



Canadian Radiation Protection Association

Nominations Committee

Terms of Reference

Approved March 2025

Email: secretariat@crpa-acrp.ca

Website: www.crpa-acrp.ca

1.0 Role of the Committee

- 1.1 To administer the nomination process for the Board of Director elections.

2.0 Membership

- 2.1 All Committee members must be members in good standing of the Canadian Radiation Protection Association (CRPA).
- 2.2 The membership of the Committee shall consist of a Chair and at least one CRPA member at large. Wherever possible, the membership should reflect the geographical and professional makeup of the CRPA.
- 2.3 The term for all Committee members, including the Chair, shall be three years.
- 2.4 The Chair may serve up to two consecutive terms.
- 2.5 Term expiry dates will be set for June 1 regardless of appointment date. This will help establish standard dates for advertising for replacements or obtaining new committee members at the Annual General Meeting.
- 2.6 The Chair shall be appointed by the CRPA Board of Directors.
- 2.7 Committee members are appointed by the Chair with the approval of the CRPA Board of Directors.
- 2.8 Any member of CRPA may volunteer or recommend another member for committee membership.

3.0 Responsibilities of the Committee

- 3.1 Nominations Committee collects all campaign submission sheets and confirms eligibility.
- 3.2 Nominations Committee will solicit candidates for positions that have less than two candidates.
- 3.3 Nominations Committee informs the Board and Secretariat of the list of candidates.
- 3.4 To remain impartial to all candidates.

4.0 Responsibilities of the Committee Chair

- 4.1 Schedule, prepare and chair all meetings.
- 4.2 Record and distribute meeting minutes to committee members.
- 4.4 Report to the Director of Internal Affairs.
- 4.5 Provide a written report to the Director of Internal Affairs prior to scheduled Board Meetings (as needed).

5.0 Committee Meetings

- 5.1 The business of the Committee is generally conducted by videoconference, email or other means agreed upon by the Committee.
- 5.2 Due to the geographical separation of the members, formal face-to-face meetings of the Committee are not considered mandatory, although members of the Committee attending the annual conference are expected to plan and conduct a face-to-face meeting.
- 5.3 Meetings will be scheduled and run by the Committee Chair. If the Chair is unable to attend a meeting, another Committee member will be appointed acting chair.
- 5.4 The Director of Internal Affairs should be invited to attend each meeting.

6.0 Annual Report

- 6.1 The Nominations Committee Chair will submit its Annual Committee Report to the Director of Internal Affairs at the end of each year.
- 6.2 At a minimum, the report will include a summary of the previous year's activities, plans for the year ahead and a list of committee members.
- 6.3 The report will be circulated to the members of the committee for review prior to submission to the Director.

7.0 Document Review and Revision History

Date	Comments
March 2004	Approval of Elections Committee Handbook
March 2006	Review of Handbook
March 2007	Review of Handbook
November 2013	Elections Committee renamed Nominations Committee Handbook revised and renamed to Nominations Committee Terms of Reference
March 2025	Terms of Reference reviewed/approved