



# Nominating Committee Guidelines

## Governance

### Policy

The Board will create an ad hoc Nominating Committee for the purpose of making a report and recommendation to the Board about the proposed officers of the Board, and officers and members of its Committees for the ensuing calendar year.

In the first year of a new term of the Board, the Board will create the Nominating Committee at the Board's first meeting after the appointment of the Board members. For all other years of the Board's term, the Board will create the Committee at its second last meeting of a calendar year. In each case, the Committee will report to the Board at the next regular meeting of the Board.

The number of members of the Nominating Committee is three. The members are the current Board Chair (or acting Chair, as the case may be), the immediate past Board Chair and a member-at-large of the Board, to be selected by the Board. If the immediate past Board Chair is not available, then the Board will select two members-at-large to serve.

Quorum for a meeting of the Nominating Committee is three members.

The Board Chair requests and receives from all Board members expressions of interest about the offices they wish to hold and the Committees on which they wish to serve, and shares such expressions of interest with the Nominating Committee.

The Nominating Committee makes inquiries and holds meetings as it deems necessary, and considers the following in making its report and recommendations to the Board:

1. The expressed wishes of the Board members
2. The requirements of the Board and each Committee with respect to experience and commitment of officers and members
3. The experience of members seeking to hold office or serve on a Committee
4. The reasonable distribution of workload and responsibility among Board members
5. The length of time a member has served in a particular office or on a particular Committee, and the value of encouraging member development and obtaining new perspectives

The Nominating Committee confirms with each member his or her consent to act in each proposed role before the report is submitted to the Board.

The Nominating Committee acts fairly and in the best interests of the Brantford Public Library Board in making its report and recommendations to the Board.

The Nominating Committee is dissolved upon the delivery of its report and recommendation to the Board.

## History

**Supersedes:** Not applicable

**Background documents, related policies:** Not applicable

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