



Professional Geoscientists of Ontario (PGO)
Nominations Committee
Terms of Reference (ToR)

Status:

The Nominations Committee is a Standing Committee sanctioned to satisfy the mandate outlined below. The operational term of the Nominations Committee is open-ended.

Mandate:

The mandate of the Nominations Committee is to:

- Solicit and receive nominations for elections to Council per By-law #1A and By-law #8;
- Recruit and recommend non-registrant and registrant appointments to Council; and,
- Conduct a competency-based selection process involving:
 - Identifying and publishing the competencies applicable to each position,
 - Having some sort of open, transparent and accountable application procedure,
 - Having a process for screening candidates against the criteria, and
 - Encouraging the decision makers to take the screening outcomes into account.
- Being mindful of societal expectations that the PGO shall pursue, in a meaningful manner, diversity and inclusion among its decision-makers, registrants, and other personnel.

Composition/Organization

The Nominations Committee should include, but is not limited to, the following perspectives:

- The Past President;
- One (1) councillor who is a non-registrant appointee.

Additional Clause:

- a) To provide oversight or guidance to the committee, the following individuals may attend or may be invited to attend any committee meeting in a non-voting, ex-officio capacity:
- i) The President or Chair of Council;
 - ii) The PGO CEO; or
 - iii) Other members of staff
- b) Unless approved by the Committee Chair, no more than one member of staff (not including the CEO) may be present at a meeting of a committee.
- c) Quorum does not include staff or other guests.

Committee Selection

Committee members are selected according to the following procedures:

- The Committee Chair is to be selected by Council;
- The Vice-Chair is to be selected by Committee members;
- The recommended terms of the Chair and Vice-Chair are two years;
- It is recommended that the Vice-Chair shall normally succeed the Chair;
- Non-registered members of the Committee may be selected by Council on recommendations from the Chair of the Committee, as needed:
- The term of the members of the Committee will generally begin in June of the year appointed, coincident with the Annual General Meeting of the PGO;
- Observers and invited experts may attend meetings of the Committee; and
- A volunteer at large who is not a registrant nor a Councillor of PGO may be invited by Council to sit on this Committee especially if they have valuable professional expertise and experience to offer; ideally such a Committee member will have been a PGO Councillor or Registrant previously.

Functions and Responsibilities

The function and responsibilities of the Nominations Committee include:

- Identification of gaps in competencies and diversity among Council and Committees, and suggesting ways of addressing these gaps;
- Providing recommendations of nominees and non-registrant appointees for candidacy to Council.

Outcomes and Deliverables

The Nominations Committee is responsible for providing the following:

- Periodic reporting to PGO Council on findings and progress of the Committee.

Training Requirements

Committee members shall attend training provided by PGO, as well as by Committee Chairs at such times as those Chairs shall determine, for committee members to help them carry out their roles and responsibilities effectively.

Operational Considerations

Operations of the Nominations Committee are expected to follow ordered procedures, which include:

- Recommendations and decisions of the Committee will be by consensus to the extent that it is reasonably possible;
- When consensus is not achievable, a majority of votes shall determine the outcome, as per Bourinot's Rules of Order, which governs the meetings of members, Council and committees of Professional Geoscientists of Ontario as per its By-Law #1A. Section 6.05;
- The Chair or any Committee member that the Chair may designate shall record, prepare, and deliver minutes or notes of meetings to the PGO CEO, and Committee members within

- 30 days of a Nominations Committee meeting being held; and
- The Committee reports to Council through its Chair.
- The documents and information considered by the Committee should be provided to the CEO, or such other appropriate PGO staff person as is designated for the task, for retention and, when appropriate, destruction.
- It is noted that Committee minutes, documents and information should be made, collected, retained and destroyed in a secure manner with appropriate safeguards including limiting access to them to appropriate persons only.

Authority

In order to complete its mandate, the Nominations Committee has the authority to:

- Act by unanimous circulated resolution where meetings are not practical;
- Call upon expert advice it determines is appropriate to enable the Committee to satisfy its responsibilities and meet its objectives; and
- Seek external support from staff or contractors as needed to fulfill tasks within its mandate, subject to the approval of Council (or, if the situation does not permit delay, the approval of Executive Committee);
- foresee, plan for, and submit its external support needs as part of the annual PGO budgeting process conducted by the Finance Committee and by Council.

Review

The Nominations Committee shall review the Terms of Reference of the Nominations Committee every three years, or as mandated by the Council.

References

Professional Geoscientists
Act PGO By-Law No. 1A
PGO By-Law No. 8

Version Control

Version	Author	Date	Changes
1.1	Governance Committee	March 23, 2023	Incorporated the update to decision-making process approved by Council
1.2	Governance Committee	May 23, 2024	Incorporated the amendments approved by Council