

## **11. Committees**

The Association shall have an Executive Committee and a Nominating Committee. The Board may appoint any other ad hoc or standing committees and determine their terms of reference. Committee members shall be elected as individuals and not as institutional representatives.

### **11.1. Executive Committee**

#### **11.1.1. Composition**

The Executive Committee shall consist of the Officers of the Association (President, Past-President, Vice-President, Secretary/Treasurer), and the Executive Director, who serves *ex officio* without vote.

#### **11.1.2. Term**

The term of office of members of the Executive Committee shall normally commence on the first day of January following the election.

#### **11.1.3. Rules of Procedure at Executive Committee Meetings**

Meetings of the Executive Committee shall be held at any time and place to be determined by the President provided that forty-eight (48) hours written notice of such meeting shall be given to each member of the Committee. Three (3) members of the Committee shall constitute a quorum.

#### **11.1.4. Duties**

The Executive Committee shall exercise such powers as are authorized by the Board, shall act on its behalf in the interval between meetings of the Board and shall report on its actions at the next meeting of the Board.

### **11.2. Nominating Committee**

#### **11.2.1. Composition**

The Committee shall consist of five (5) members; three (3) shall be members of the Association who are not on the current Board, and two (2) shall be members of the Board, of whom one shall be the Past-President of the Association who will chair the Committee. If the Past-President is unable to serve, the Chair of the Nominating Committee shall be appointed by the Board.

#### **11.2.2. Appointment**

The Nominating Committee shall be appointed by the Board before April 30 prior to the next AGM.

### **11.2.3. Removal**

The members of the Nominating Committee shall be subject to removal by resolution at a meeting of the Board

### **11.2.4. Duties**

It shall be the responsibility of the Nominating Committee, two (2) months prior to the AGM to put out a call for nominations for positions on the Board, to establish a list of nominees for the Board, ensuring at least one nominee for each vacancy, and to provide a report to the AGM on its activities.

The graduate student associations will provide a nominee for their member on the Board to the Nominating Committee. That nominee will have to be supported by a majority of the graduate student associations. In the case of no name getting a majority, each association may provide a nominee.

The federal research-granting agencies shall submit the name of one person to the Nominating Committee. In the case of no name being submitted, the Nominating Committee will nominate a person from one of the granting agencies.

All nominees must signify their willingness to serve if elected.