

### ***Nominating Sub-Committee***

#### **1.0 Purpose**

The Nominating Sub-Committee follows the established process to develop slates of candidates for:

- The Board of Directors
- National Advisory Councils
- Board Committees

These slates are submitted for approval at the annual general meeting (Board) or by the Board, as applicable.

#### **2.0 Responsibilities**

- Recommend any changes to Director qualifications
- Recommend any changes to the Director recruitment, nomination and election process
- Recommend any changes to the NAC and Board committee recruitment, nomination and election process
- Officers to nominate the sub-committee members for Board approval
- Present the slate of Board directors to the Governance and Nominating committee.
- Present the NAC Chairs, committee and council members for approval to the Governance and Nominating Committee.

#### **3.0 Sub-Committee composition**

- The Chair of the CCA
- The Vice-Chair of the CCA
- Up to four other members who will be ineligible to sit on the Board and who represent the diversity of the CCA sectors, geography, excluding COOs or staff of local and integrated construction association partners.
- Up to one Board director who is already confirmed to sit on the board for the term under consideration for either continuity or development purposes

The CCA President will be the staff liaison.

#### **4.0 Voting**

Business arising at any meeting of this committee shall be decided by a majority of votes. The Committee Chair shall not have a vote except in the case of a tie. Where the Chair is also the Chair of the CCA, the Chair shall have no vote, as per CCA's Bylaws No Committee member shall be entitled to vote by proxy.

#### **5.0 Quorum**

A quorum shall consist of more than 50 percent of the voting membership of the committee.

#### **6.0 Meeting frequency**

The sub-committee will meet at a minimum of once per year, virtually.