

	BOARD OF DIRECTORS
Policy	Process for Nominating the President-Elect
Last reviewed by the Governance Committee	February 15, 2019
Approved by Board	March 1, 2019

Each year a President-elect will be selected from the Doctors Nova Scotia membership. This policy, which has been approved by the Board of Directors, outlines the process that will be used to select that individual. The Board believes this process is transparent and inclusive and an effective way to choose candidates for this very important role.

1. Overview

Each year, around mid-February, a call for nominations will go out to the general membership. Any member meeting the required criteria can be nominated for President-Elect.

The Nominating Committee will review all nominations using the selection criteria outlined in Section 3 of this policy and select a preferred candidate for the Board's consideration. The Committee will also provide a rationale to support the recommendation.

If the Board endorses the Nominating Committee's recommendation, the name goes forward to the Annual General Meeting for approval by resolution. If the Board does not endorse the recommendation, they can ask the Nominating Committee to consider another candidate.

2. Schedule

The nomination and selection process will be implemented based on the following schedule:

Early to Mid February	Call for nominations (nominations package to all members which includes role descriptions for the President-Elect, President and Board Chair)
Early to Mid March	Deadline for nominations (allow 4-5 weeks)
Mid March- Early April	Nominating Committee to review nominations and select preferred candidate
Mid April	Nominating Committee makes a recommendation at April Board meeting
Early June	Approval at AGM

3. Selection Criteria

The Nominating Committee will use the following criteria to select a candidate for President-Elect.

Must:	Considered an Asset or Desirable:
<ul style="list-style-type: none">• Be a member in good standing;• Have been a member for at least five years;• Have experience in leadership roles;• Be recognized as a leader by his/her peers;• Have good communications skills;• The Nomination must be supported by two members of Doctors Nova Scotia.	<ul style="list-style-type: none">• Experience serving on the Doctors Nova Scotia Board of Directors;• Other governance experience, such as sitting on other boards; and• Formal leadership development or training. <p><i>Note: If the Nominating Committee has more than one strong candidate, they may choose to consider other determinants such as geographic region, specialty or gender. Diversity can be a consideration if the Committee feels it is necessary.</i></p>

4. Nomination Form

Each candidate will be required to complete a nomination form (Schedule A). This form is designed to gather information that will be used by the Nominating Committee to determine whether the candidate meets the selection criteria.

5. No Eligible Nominations

If there are no nominations after the initial call for nominations, or the nomination(s) received are deemed not to meet the selection criteria outlined in this policy, a second call will be issued and open for a period of two weeks. If there are still no nominations, or those received do not meet the selection criteria, the Nominating Committee will nominate one eligible member. That candidate will go forward to the Board for endorsement and to the AGM for approval.

6. Accepting Nominations from the Floor

Nominations for President-Elect will not be accepted from the floor at the Annual General Meeting or through any means other than the process outlined in this policy.

Any questions about the process for nominating the President-Elect can be directed to:

Charmaine Smith
Director, Corporate Services
charmaine.smith@doctorsns.com
Tel: (902) 481-4930
Nova Scotia toll-free: 1-800-563-3427

NOMINATION FORM

President-Elect (Year)

Please Return by <insert date>to:

Charmaine Smith, Doctors Nova Scotia

E-mail: charmaine.smith@doctorsns.com

Fax: (902) 468-6578

(Please Print)

Nominee		
Area of Specialty and location of practice		
E-mail Address		
Preferred Telephone #		Fax#

1. Why do you want to be President of Doctors Nova Scotia?
2. Do you have any experience with Doctors Nova Scotia (board, committees, working groups, etc)?
3. Provide examples of leadership and/or governance roles that you have served in (clinical, academic, boards, committees, volunteer, etc.):
4. Why do you think you would be recognized as a leader among your peers?
5. Have you participated in any formal leadership develop or training? If, yes, please provide details.
6. Is there any further information you would like to provide to support your nomination?

Please attach your answers to these questions and a recent CV. Written references are optional.

Nominators

Please print and sign (two nominators required)

1.	Print Name	Signature
2.	Print Name	Signature

Nominee

I accept the nomination for President-Elect of Doctors Nova Scotia

	Print Name	Signature
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Please attach a recent CV