

Appendix 2 – *Procedure By-law* Nominating Committee Provisions

93. Election of Nominating Committee

- (1) The Nominating Committee shall be elected at the meeting of Council that considers the Governance Report for the term.
- (2) The composition of the Nominating Committee shall be no more than eleven (11) Members of Council and the Mayor who shall sit as Chair.

94. Nominating Committee Process

- (1) Following the adoption of Council's committee structure, the Clerk shall distribute a survey to all Members of Council requesting their preferences for appointments to Standing Committees and external agencies, boards, committees and commissions.
- (2) The Nominating Committee shall convene a meeting to be held at such time as the Mayor shall determine.
- (3) The Mayor shall call for nominations.
- (4) Nominations shall be made in writing and considered through a series of motions, regularly moved.
- (5) Where there are more nominees than positions available on the Committee, a vote shall be taken.
- (6) Each Member shall have a number of votes equal to the membership of the Committee.
- (7) A nominee requires the vote of a majority of the Members present to be elected.
- (8) In the event that there are two or more persons tied for the fewest number of votes, the following procedure shall be observed:
 - (a) A run-off election shall be held amongst those tied for the fewest number of votes;
 - (b) Each councillor shall have a number of votes equal to the number of nominees tied for the fewest votes minus one; and

(c) The nominee receiving the fewest votes amongst those in the run-off shall be deleted from the list of nominees.

(9) The Nominating Committee shall submit a report to Council indicating the names of the Members to serve on the various Committees of Council, together with their recommendations for the Chairs and Vice-Chairs of each, and the names of the Members to serve on other bodies, as determined in the Governance Report.

(10) The Nominating Committee report to Council shall be considered the official Minutes of the Nominating Committee and shall be deemed confirmed, upon approval of the report by Council.

95. Additional Nominations

(1) Despite Section 94, other Members may be nominated by Members of Council.

(2) Where an additional person to those recommended by Nominating Committee are nominated, the choices shall be debated and the voting held in accordance with the provisions of Section 94 hereof with the necessary modifications if,

(a) the committee, local board, body or organization has a defined maximum number of Members; and

(b) the addition of the person nominated at Council would cause the committee, local board, body or organization to have a number of Members in excess of its maximum.

(3) Where Subsection (2) is not applicable and an additional person to those recommended by Nominating Committee is nominated, Members of Council shall vote, with each Member of Council having one vote, as to whether the additional nominee shall be added to the Members of the Committee, local board, body or organization in question.

(4) Where a vote has been taken under Sections 93 or 95 (3) such that the required number of Members is reached, such Members shall be deemed to have been elected or appointed by the Council and no formal resolution to that effect is required.

(5) After the initial selection of the membership of Committees in a term of Council, if a vacancy should develop, the City Clerk shall conduct a circulation of interest and the Committee in which the vacancy has occurred may recommend a replacement to Council, a replacement may be made by motion of Council.