

PRESIDENTIAL ELECTION PROCESS AND IDENTIFICATION OF POTENTIAL CANDIDATES FOR COUNCIL

The presidential election process starts with the appointment by Council of the candidate for the presidency as Third Vice President of the Institute. This procedure provides the candidate with the opportunity to become familiar with the responsibilities of the Executive Committee, the members of which are the President, the Vice Presidents and the Treasurer, together with the Chief Executive Officer and the Secretary, who are non-voting members.

Following appointment as Third Vice President, the candidate is expected to seek election to Council for three consecutive years. If successful, Council shall elect the candidate as Second Vice President in the first year, First Vice President in the second year, and President in the third year.

If the candidate is not elected to Council in the first year, Council shall continue the appointment to the position of Third Vice President. The candidate will not be a member of Council but will be a member of the Executive Committee and the position of Second Vice President will be left vacant.

If the candidate is not elected to Council in subsequent years, Council shall elect other members of Council to fill the positions of First Vice President and President, and may or may not continue to appoint the candidate as Third Vice President.

The minimum term of service on the Executive Committee for a member seeking the presidency will be three years, including the year as President.

In 1998, the mandate of the Presidential Nominating Committee was expanded to include the identification, generally, of potential candidates for Council and initiating contact with them to encourage their seeking Council nomination.

PROCEDURES FOR THE ELECTION OF A PRESIDENT

1. Nominations of candidates for the position of Third Vice President shall be sought from all members of the Institute.
2. Candidates, proposers and seconders must be members in good standing of the Institute of Chartered Accountants of British Columbia at all relevant times.
3. Each nomination shall be submitted on an approved nomination form, signed by a proposer and two seconders, with information indicating the candidate's leadership abilities under the following headings:
 - a. in the work of the British Columbia or Canadian Institute;
 - b. in the pursuit of his/her career;
 - c. in voluntary service (with business, charitable, civic, community, political or professional organizations);
 - d. in research, teaching, writing or speaking on professional matters.

As much information as possible on the candidate should be given, together with reasons why he/she should be considered for election to the presidency of the Institute. The proposer and seconders should demonstrate that the candidate has displayed leadership abilities in any one or more of the activities listed above. Proposers or seconders should contact the assistant, spouse, or business associates of the candidate if additional information is required.

4. The proposer or seconders must obtain confirmation from the nominee that he/she will accept the nomination if selected.

PROCEDURES FOR THE ELECTION OF A PRESIDENT CONTINUED

5. Nominations shall be sought during the period from October 15 to November 30 in each year.
6. The Committee shall review each nomination form, conduct an internal background check, delete information known to be in error, and add information known to be omitted. For candidates being recommended to Council, the Committee shall request that a police record check be undertaken as part of the background check process.
7. Nomination forms shall be submitted to a nominating committee (the "Committee") of seven, which shall be appointed by Council at the beginning of the committee year. It shall be comprised of:
 - a. the most recent Past President who is able to serve, who shall act as Chair;
 - b. the current Second Vice President;
 - c. two members on a staggered two-year term from industry and the public sector, not members of Council;
 - d. two members on a staggered two-year term from public practice, not members of Council;
 - e. an at-large member to be chosen by the Chair.

At least one of the five members appointed under (c), (d), or (e) above is to be from outside the Lower Mainland.
8. The Committee shall:
 - a. hold its initial meeting early in the committee year, for the purpose of identifying
 - i. potential presidential candidates for appointment as Third Vice President the following year;
 - ii. future presidential candidates to encourage them to seek election to Council; and
 - iii. potential candidates for Council and contacting them to encourage them to seek Council nomination;
 - b. meet as often as is necessary or as it wishes, at the call of the Chair;
 - c. meet in early December, after nominations for President have closed, to review the nominations, add names, and correct or add to data on activities submitted with the nominations;
 - d. review the names of potential candidates for any active discipline matter; (If an investigation is under way, no matter how minor, the candidate should be deleted from the current year's list and be brought back in a subsequent year when the issue has been resolved.);
 - e. interview the candidates it considers to be the most suitable;
 - f. provide to Council the names of all candidates considered who would be suitable in the role of President, indicating order of preference, but in any case, at least the name of one candidate is to be provided to Council; and
 - g. meet in mid-April for the purpose of reviewing and adding to its list of candidates identified under a.(ii) above, and to ensure that Council Nomination Forms are submitted.
9. Council shall review the nominations, and add or delete names. It will then approve a candidate and appoint him/her Third Vice President, effective immediately.

Approved by Council January 27, 2010

NOMINATION FOR SELECTION OF A POTENTIAL PRESIDENT Part 1

Surname of candidate

Given names

Address

Firm or Employer

Position

Year admitted to the BC Institute

Education (degrees held, etc.)

Professional Memberships

REASONS FOR NOMINATION

To guide Council and its Presidential Nominating Committee, please list in the space provided those activities of the candidate that demonstrate leadership in the fields of activity shown, or others, including details and terms of offices held. Under "Comments" please add any further information bearing on the candidate's merit for consideration as a potential president.

(Print clearly, or submit as separate type written page.)

1. In the work of the British Columbia or Canadian Institute:

2. In the pursuit of his/her career:

3. In voluntary service (civic, community, business, professional or charitable organizations):

4. In research, teaching, writing or speaking on professional matters:

5. Comments:

NOMINATION FOR SELECTION OF A POTENTIAL PRESIDENT Part 2

Proposed by (print)

Signature
Address

Phone
Email

Fax

Seconded by (print)

Signature
Address

Phone
Email

Fax

Seconded by (print)

Signature
Address

Phone
Email

Fax

Candidate: I am willing to accept this nomination if selected.

Signature

Date

Nomination packages marked "CONFIDENTIAL" should be forwarded to:
Chair, Presidential Nominating Committee - by November 30 each year
Institute of Chartered Accountants of British Columbia 5th Floor, 505 Burrard Street Vancouver, BC V7X 1M4