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## District Committee on Nominations Terms of Reference

### Purpose

The purpose of the District Committee on Nominations (the "Committee") is to provide nominations to populate the required committees and offices.

### Membership

The Committee shall be composed of three District members (i.e. members in good standing of local churches in the Canadian Pacific District of The Christian and Missionary Alliance in Canada) who shall be elected by the District Conference two years before the conference at which they will report, plus three other District members appointed by the District Executive Committee (DEXCOM) following the election. DEXCOM shall appoint the chair, vice chair, and secretary from among the elected and appointed members.<sup>1</sup>

The Committee shall serve beginning at the end of the District Conference in which they were elected and shall end their service after the next District Conference.

### Deliverables

The Committee is to provide a report to the District Conference that outlines the nominations for the following positions:

- District Superintendent (if required)
- District Executive Committee
  - Secretary
  - Treasurer
  - Members at Large (incumbent and new)
- General Assembly Committee on Nominations (2 plus an alternate)<sup>2</sup>
- District Conference Committee on Nominations (3)<sup>3</sup>
- District Conference Audit Review Committee (3)

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<sup>1</sup>Policy on District Organization 2.4.1

<sup>2</sup>Policy on District Organization 2.4.4, Policy on General Assembly 4.5.1

<sup>3</sup>Policy on District Organization 2.4.1

## Scope and Responsibilities

- The Committee is amenable to the District Conference.
- The Committee is responsible to provide names for nomination for the positions listed in the Deliverables section.
- The Committee will consider the suitability of possible nominees for the positions they are being considered for.
- The Committee will refer to, but not be limited to, the following documents:
  - *Policy on Process for Electing District Superintendents*
  - *Policy on Process for Electing District Executive Committee Members*
  - *District Conference Audit Review Committee Terms of Reference*
  - *Manual of The Christian and Missionary Alliance in Canada*
  - *Bylaws of the Christian and Missionary Alliance – Canadian Pacific District*
- The Committee is responsible to check with the District Superintendent (in a District Superintendent election year) to ascertain whether the District Superintendent will let their name stand for another term.
- The Committee will check with the chair of the DEXCOM to ascertain the needs of the District. This would include, but not be limited to, the number of required DEXCOM members at large and the incumbents on the DEXCOM that would allow their names to stand for another term.
- The Committee shall treat the deliberations and information shared about possible nominees as confidential information.
- The Committee shall be responsible to begin their process and schedule their time to complete their process by the required deadline.
- A list of licensed workers in the CPD can be obtained from the District Office.

## Governance

- The Committee will meet in person or by electronic means to discuss possible nominees for the required positions.
- A majority of the Committee present (in person or via electronic means) will constitute a quorum for Committee deliberations.
- Decisions will be made by simple majority vote.
- The Chair, or in their absence, the Vice Chair, will preside over the meetings.

## Communications

The Committee shall determine their means of communication and sharing of information. Consideration shall be given to the confidentiality of the deliberations and some of the information.

## Reporting

- The Committee's preliminary report, including biographical information for all non-incumbent nominees, shall be given to the District Office no later than 10 weeks prior to the date of the District Conference.
- The Committee's report shall be circulated by the District Office to the churches no later than 60 days before the District Conference.<sup>4</sup>
- After receiving additional nominations from the churches on the prescribed nomination forms (up to 14 days in advance of the District Conference)<sup>5</sup> the Committee will complete its final report and submit it to the District Office no later than 10 days before the District Conference.
- The Committee's report shall be included in the District Conference Report prepared by the District Office.
- The Committee Chair (or their delegate) will give a verbal summary of the Committee report to the District Conference.

Adopted May 2019

Amended April 2021

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<sup>4</sup>Policy on Process for Electing District Executive Committee Members

<sup>5</sup>Ibid.