



## **Guidelines for the Nomination and Election of Board Members**

### **Objectives:**

1. To clarify the process for nominating candidates to serve on the CAPAM Board.
2. To clarify the process for the election of Board Members by CAPAM members
3. To clarify the roles and responsibilities of the nominating committee.

### **Considerations:**

1. CAPAM Board Members are appointed for a term of 2 years.
2. Board members can serve in the same position for a maximum of 2 consecutive terms.
3. Board elections are held every 2 years to fill vacant position at the General Members Meeting which coincides with CAPAM's Biennial Conference. (Sec 4.03(i) of Constitution)
4. CAPAM by-laws require that the Board reflect "the nature and diversity of the Commonwealth." (Sec 7.05of Constitution)

### **Guideline:**

1. It is highly desirable that members of the Board fit the following profile:
  - a. CAPAM Member in good standing.
  - b. Be an official at the senior level of government.
  - c. Have the support of his/her home organization or Government
  - d. Capable of representing CAPAM to raise its profile.
  - e. Capable of assisting CAPAM in achieving its financial and operational goals.
2. To reflect the nature and diversity of the Commonwealth, the Board should:
  - a. Have representation from all regions of the Commonwealth
  - b. Have representation from developing and developed countries
  - c. Have a broad range of experience and expertise in key aspects of Public Service leadership, management and administration.
3. Role of the Nomination Committee:
  - a. Determine willingness and eligibility of existing Board Members to serve in the upcoming term.
  - b. Based on projected vacancies on the Board, issue a call to CAPAM members to seek nominations for the Board.

- c. To supplement member nominations, work actively to recruit suitable candidates that can enhance the effectiveness of the Board.
  - d. Prepare a “slate” for the CAPAM Board that best meets the requirements of 1 and 2 above for consideration by CAPAM members at the General Members meeting.
4. Election of Board Members:
- a. In order to preserve its balance and diversity, the proposed Board will be presented for GMM consideration as an integrated slate.
  - b. CAPAM members at the GMM will be asked to accept or reject the proposed slate. A simple majority of ballots will decide the outcome.
  - c. As provided by Sec 4.05(1), each Institutional Member will have 5 votes, and each Individual Member will have 1 vote. (The Election Procedure is outlined in Attachment 1)
  - d. Should the proposed slate be rejected by the GMM, a supplementary election will be held. The Nominating Committee will have the opportunity to make adjustments to the proposed slate as deemed appropriate.

Approved at CAPAM Board Meeting, September 23, 2009, Washington