



A P E G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

NOMINATION PROCEDURE

2025/2026

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References:

- The Engineering and Geoscience Professions Act
- The Regulatory Bylaws
- The Administrative Bylaws.

Owner:

- APEGS staff assigned support responsibility for the Nominating Committee.

Revision History:

Revision Number	Date	Brief Description	Author
V1	December 9, 2020	Initial issue of Final Procedure, with comments from Council.	Nominating Criteria Task Group (S.Argue)
V2	June 9, 2021	Added feedback loop for applicants that are not interviewed or put on the ballot. Miscellaneous cleanup/consistency edits, and check on terminology used in the Act and Bylaws. Removed unknowns regarding the Governance Review recommendation acceptance based on result of May 1 annual meeting.	Nominating Criteria Task Group (S.Argue)
V3	September 2023	Remove 3.0 Changes to the Nomination Process and Council and other transitional provisions. Replace Table 2. Remove three mandatory criteria from 8.1 and 8.1.1 (to be added to Interview forms).	Nominating Committee (M.Kuzyk, G.McGinn)
V4	September 2024	• Process for obtaining committee members and who approves committee members • Replaced Table 2 with Appendix D • Replaced Governance Board with Governance Committee • Council position advertisement updated to reflect who will receive a separate recruiting email • Updated the time commitments required to be on Council to reflect current practices. • Updated Appendix D	Nominating Committee
V5	September 2025	• Updated eligibility requirements as outlined in Coun15.0 Volunteer Eligibility and Expectations Policy	Nominating Committee

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Printed Date: 8-Oct-25

INTRODUCTION

Purpose:

This procedure describes the Association of Professional Engineers and Geoscientists of Saskatchewan's (APEGS') Nominating Committee's ("the Committee's") activities related to the identification of nominees for Council. It includes the following:

- Council Nomination requirements as specified in *The Engineering and Geoscience Professions Act* (EGPA) and the associated Regulatory Bylaws and Administrative Bylaws;
- Changes to the nomination process;
- Formation of the Committee as per the Terms of Reference;
- Annual nomination and election schedule;
- Applicant requirements:
 - Number of nominees, and
 - Gap analysis;
- Nominee selection framework;
- Definitions; and
- Appendices.

SECTION 1: GOVERNANCE DOCUMENTS

The Engineering and Geoscience Professions Act:

Sections 9 through 14 of the EGPA describe the makeup and role of Council. Of importance for the Nominating Committee is to ensure that:

- Council must consist of not less than 10 members who are elected by the members (S9(2(a)));
- Council must include 2 persons appointed by the Lieutenant Governor in Council (Ss9(2(b)), 10);
- Of the elected Councillors, not less than four are professional engineers and not less than two are professional geoscientists (S9(3)); and
- Councillors reside in Saskatchewan (S9(4)).

The relevant sections of the EGPA can be found in Appendix A.

The Regulatory Bylaws:

Section 4(3) of the Regulatory Bylaws qualify members-in-training as eligible applicants for member-at-large positions on Council.

Relevant sections of the Regulatory Bylaws can be found in Appendix B.

The Administrative Bylaws:

Sections 9, 10, 12 and 13 of the Administrative Bylaws more specifically describe the makeup of Council and the nomination and election processes. Of importance to the Nominating Committee are:

- Total number of elected Councillors is 11, including executive committee, and members-at-large (S9);
- Considerations for eligibility for nomination:
 - Only members in good standing (S12(1)),
 - Only persons who have served at least one year on council may be nominated for President-Elect (S12(2)),
 - Only members who are compliant with the requirements of the Association's CPD Program (S12(7)), and
 - Members-in-Training are only eligible to run for member-at-large positions.
- Appointment of the Committee to include the current Past President as Chair and at least 2 other members of the Association (S13(1));

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- Deadlines for various notices and closing of nominations (S13(3.1 and 3.2)); and
 - Selection of nominees (S13(7)).

Relevant sections of the *Administrative Bylaws* can be found in Appendix C.

SECTION 2: FORMATION OF THE NOMINATING COMMITTEE

A standing Nominating Committee is appointed by Council to ensure that the mandate of the Committee is fulfilled as required by the Administrative Bylaws and the Nominating Committee Terms of Reference.

The following are the positions and associated terms:

- Past President – Chair – 1-year term;
- President-Elect – 1-year term; and
- At least 3 other members – 3-year terms, renewable once.

The yearly call for volunteers through an expression of interest will be used as a source for obtaining Committee members.

The Committee, in consultation with the Committee's staff support, makes recommendations to Council for Committee appointments.

The Vice Chair is selected from the members of the committee who are not members of Executive Committee.

The current Terms of Reference for the Nominating Committee are posted in the Nominating Committee (APEGS – EXT) Teams Channel.

SECTION 3: OVERVIEW OF COMMITTEE ACTIONS

Appendix D shows Election Key Activities and Annual Schedule.

A competency-based selection framework has been adopted to ensure that Council is highly qualified to fulfill its role and responsibilities to appropriately regulate the professions of engineering and geoscience. The following are activities performed by the Committee. There are additional activities that follow that are performed by staff (refer to Appendix D).

1. Confirm criteria and desired skills and competencies for Council positions:
 - a. Prioritize desired skills, competencies, and experience for the upcoming year.
2. Confirm the number of vacancies and the minimum number of nominees that will be put forward from the Committee.
3. Place advertisement for interested Council Applicants:
 - a. Require all applicants¹ to provide the following as set out in an Application and Self-Assessment Form:
 - i. Written summary of their interest to serve on Council
 - ii. Current CV and references
 - iii. Details of their experience related to specified skills and competencies, and
 - iv. Responses to supplementary conflict of interest and declaration questions.
4. Complete an internal check to determine applicant is eligible to run for election, is CPD compliant and otherwise in good standing with the association, including not being subject to any disciplinary action.
5. Review and assess applicants using a rating matrix based on the desired skills and competencies.

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6. Shortlist applicants and identify applicants for interviews.
 7. Committee to conduct background check, reference checks and other steps to confirm experience and competencies as appropriate.
 8. Finalize list of nominees for election and confirm their acceptance of the nomination.
 9. Deliver final list of nominees for election to the Registrar.

¹ Whether identified by the Committee or self-identified

SECTION 4: APPLICANT REQUIREMENTS

Number of Nominees:

Every year, the Nominating Committee is required to nominate:

- President (one-year term) – nominee must be the current President-Elect;
- President-Elect (one-year term) – nominee is typically the current Vice-President, and may be any member who has completed at least one full year on Council;
- Vice-President (one-year term) – seek at least two nominees; and
- Members-at-Large (three-year term, eligible for a second three-year term) – seek at least two nominees per vacancy.

Early in the process, staff will provide the Committee with a list of current and former Councillors who are done their first term and eligible to run for a second term and a list of those who have completed two terms, who are likely to be considered as Vice-President applicants. The number of vacancies to be filled is to be indicated.

Gap Analysis:

The Governance Committee will complete a gap analysis of annual Council self-evaluations of continuing Council members and provide a recommendation of two or three desired skills and competency to the Nominating Committee for use in advertising for and evaluating applicants.

The Nominating Committee will undertake an analysis of the desired skills and competencies identified in the gap analysis, disciplinary balance, regional representation, and diversity amongst continuing Councillors (including Public Appointees). This analysis identifies recruitment priority areas and informs the Committee's deliberations concerning the recruitment of applicants and selection of nominees. The Council Applicant Matrix and results from the annual Council evaluations will be used to aid in identifying gaps.

SECTION 5: APPLICANT RECRUITMENT

Methods for Nomination:

Under the new Council recruitment process, Council applicants will be identified in two ways:

1. Identified by the Nominating Committee or one of its outreach groups; or
2. Potential applicants self-identify and apply by submitting the necessary information to be considered by the Committee.
3. Applicants are encouraged, but not required, to submit an Expression of Interest (EOI) by sending an email to governance@apegs.ca by a specified interim date. This allows the Committee to gauge interest and offer an optional information session on completing the application.

All members interested in being considered as nominees for Council, no matter how identified, must complete the same application and vetting process.

Council Position Advertisement:

The Committee advertises the opportunity to apply to run for Council on the APEGS website and in The Professional Edge (print) or The Edge Monthly (electronic) as per the schedule presented in Appendix D. A separate recruiting email will be sent to Council, past presidents, and volunteers as per the schedule in Appendix D. The advertisement will refer to:

- Need for submission of a written summary of their interest to serve on Council, a current CV and references;
- A listing of the key competencies, characteristics and qualities the Committee believes necessary to successfully serve as a member of Council;
- The roles, responsibilities and time commitment expected of a member of Council; and
- The Council Application and Self-Assessment form. Final deadline for applications is November 28, 2025. Members are encouraged to provide an early Expression of Interest to assist the Committee in planning and to access optional applicant support resources

Time Commitment:

Refer to the [Role and Responsibilities of an APEGS Councillor](#) and [Council FAQ](#) for a non-exhaustive outline of meeting attendance, committee participation, and other expectations.

Applicants must be willing to make the time commitment to serve on Council including attendance at the following meetings²:

- At least five Council meetings a year (typically Thursday night and Friday morning);
- One 1- to 2-day strategic planning session.
- APEGS Past Presidents engagement.
- The APEGS Annual Meeting and Professional Development Conference and associated events.
- Member/volunteer engagement events.
- Additional meetings as a member of committees and associated boards.

In addition, time is required between meetings to complete tasks and prepare for upcoming meetings.

² It should be noted that there may be years when demands on Council's time will be greater, depending on strategic initiatives that it is undertaking.

Executive Committee:

Eligibility:

The *Administrative Bylaws* S13(2) notes that the Nominating Committee shall, wherever possible, nominate:

- For President, the person holding the office of President-Elect.
- One person for president-elect (usually the person holding the office of Vice-President); and
- At least two persons for Vice-President.

The members may also self-apply for the Vice-President and President-Elect positions. All applicants must complete the application and self-assessment form and be reviewed by the Committee.

Procedures for Present-Elect Recruitment:

The Nominating Committee will nominate the current Vice-President for the President-Elect position, unless deemed ineligible.

Additional members may self-apply. Note that applicants for the President-Elect position must have served for at least one full year, from the close of business of one annual meeting to the close of business at the next annual meeting, as a member of Council prior to the date on which he or she would take office (S12(2) of the *Administrative Bylaws*).

Procedure for Vice-President Recruitment:

Active research is required to encourage applications from members eligible for the position of Vice-President.

The following is the process:

1. Chair and Vice-Chair to review with staff the list of potential Vice-Presidential applicants, who are eligible and who fit the criteria and provide a suggested list to the Committee.
2. Committee to review recommendations and make additional suggestions.
3. Chair to proactively encourage selected applicants to apply.
4. Chair to report to Committee periodically on those applicants contacted and progress on recruitment efforts.

Councillors:

The *EGPA* S9(4) requires that nominees for Council must be resident in Saskatchewan. In addition, the *Administrative Bylaws*, S12 defines that all nominees for Councillor must be:

- A member in good standing with the Association; and
- Compliant with the Association's CPD Program.

Coun15.0 Volunteer Eligibility and Expectations Policy outlines the following additional requirements:

- Compliant with the prescribed fee for annual registration.
- Not under APEGS disciplinary action.
- Former employees are ineligible to serve on APEGS committee, task group, advisory group, or Council for two years after employment has ceased.

The Council Applicant Matrix also lists criteria that are mandatory for members to be considered for nomination for Council, which includes those listed above and:

- Understands scope of practice.
- Available to fulfill duties of Council Members.
- Will abide by the Council Code of Conduct; and
- Will participate in annual Council evaluations.

(Also see Section 6: Mandatory Criteria)

Incumbent Councillors:

Incumbents are to be considered for nomination using the same criteria as all other applicants. However, as incumbents have already served on Council, the current President-Elect and Past-President (Nominating Committee Chair) will be contacted for informal comments regarding their performance to date. As well, to increase the pool of potential Vice-President applicants, incumbent interest in progress to Executive Committee will be considered.

Feedback:

The Chair of the Committee will provide feedback to applicants who are not shortlisted for interviews or who are not nominated by the Committee. The intent of providing this feedback is to assist the member in addressing personal gaps/weaknesses which may result in them being selected in the future.

SECTION 6: NOMINEE SELECTION FRAMEWORK

Criteria, Competencies and Qualities

For the Council to achieve its goals and meet its regulatory responsibilities, there is a need for diverse voices on Council which exhibit the framework categories identified below. Councillors are not expected to possess **all** the elements of each category individually, but the composition of Council should demonstrate the whole range of elements.

To help the Nominating Committee compare the applicants, the framework includes ratings for the governance competencies, association competencies, and behavioral qualities, and the totals in these framework categories are weighted, 50%, 15% and 35%, respectively.

Mandatory Criteria:

All applicants are required to satisfy all the following seven (7) mandatory criteria to become eligible for consideration as a nominee.

CPD Compliant – Council applicants have a track record of being compliant with the APEGS CPD Program and understand the requirements.

Member in Good Standing – Council applicants are in good standing with the Association. This includes being a current member with no outstanding fees due or outstanding discipline orders.

Understands Scope of Practice – Council applicants understand the limitations of one's scope of practice and practicing within one's area of competency. Scope of practice is defined in the applicants' CPD online reporting record.

Available to Fulfill Duties of Council Member – Council applicants understand the time commitments and duties of being a member of Council and can meet those requirements.

Resides in Saskatchewan – Council applicants must reside in Saskatchewan, as required in the *EGPA*, S9(4).

Code of Conduct – Council applicants must agree to abide by the Council Code of Conduct (policy COUN12.0 – Code of Conduct) and to sign off on the Code of Conduct annually as part of the oath of office.

Council Evaluation – Council applicants must agree to participate in the annual Council evaluation.

Governance Competencies:

All applicants are required to have a rating of 1 or 2 in at least three (3) of the governance competencies to become eligible to be nominated. The Governance category is weighted at 50% in the overall matrix to reflect the importance of this skill set in the execution of the Council's mandate.

SCORING

0 = does not meet expectations

1 = meets expectations

2 = exceeds expectations

Strategic Thinking – Council applicants understand and have experience with an organization’s process of defining its strategy, or direction, and making decisions on allocating its resources to pursue the strategy.

Financial Literacy – Council applicants understand financial statements, cash flow, budgeting, financial planning and investing to allow an organization to make informed and effective decisions about their financial resources.

Management Oversight – Council applicants understand that their role is one of governance and not operational. This includes ensuring that the Association’s management provides Council with sufficient information to enable Council to understand the Association’s risk profile, including information regarding the external and internal risk environment that the Association and the self-regulated professions face.

Risk Management – Council applicants possess knowledge of enterprise risk management, risk assessment, and risk policies and procedures to enable effective risk management oversight of the Association.

Human Resources – Council applicants should have general awareness of HR and EDI principles; specific HR management knowledge is primarily expected of Executive Committee roles.

Government Relations – Council applicants understand the importance of maintaining government relations for the Association and Council applicants should be prepared to represent the Association’s position at government or stakeholder events, and to participate in conversations with decision-makers based on Council’s agreed priorities and talking points. This may include the Association’s annual MLA reception or other events hosted by political parties at which the Association has a presence.³

Communications and Public Relations – Council applicants possess an awareness of strategic communications planning to provide strategic analysis of public relations initiatives.

Information Technology – Council applicants can function in electronic environments, including remote meetings, and make effective use of digital tools required for Council activities.

Director / Board Administration Experience – Council applicants understand and are knowledgeable of board governance and the roles and responsibilities of board (Council) members, usually demonstrated through previous board experience.

³ It is understood that some members of Council may be hesitant to take part in these activities as they may be employees of Crown corporations or government departments. However, members of the Executive Committee should be prepared to represent the Association at these events.

Association Competencies:

All applicants are required to have a rating of 1 or 2 in at least two (2) of the association competencies to become eligible to be nominated.

Self-Regulated Framework – Council applicants understand the framework and responsibilities of self-regulated professions and the role in regulating the professions in the public interest.

National Frameworks Council applicants understand the role of Engineers Canada and Geoscientists Canada and how those roles differ from the Association’s.

APEGS Volunteer Experience – Council applicants have previous APEGS volunteer experience which will provide insights to the Association’s activities in those areas of involvement and an understanding of the volunteer structure.

Engineering / Geoscience-Related Volunteer Experience – Council applicants possess an understanding of engineering and geoscience organizations, outside of the self-regulated function, through previous volunteer experience. This experience may also include involvement on the executive/board of these organizations.

Other Leadership Experience – Council applicants demonstrate confidence and good judgement in directing the efforts of others to achieve desired outcomes, while modeling respect, commitment, integrity, and accountability.

Behavioral Qualities:

All applicants are required to have a rating of 1 or 2 in at least two (2) of the behavioral characteristics to become eligible to be nominated.

Mentoring Abilities – Council applicants possess the skills to be able to advise colleagues, particularly committee members and newer councillors.

Critical Thinking – Council applicants can objectively analyze and evaluate an issue to form a judgment.

Sound Judgement – Council applicants have the capacity to assess situations or circumstances shrewdly and to draw well-founded conclusions.

Collegiality – Council applicants demonstrate respect for and cooperation with their colleagues and co-volunteers.

Independent Decision Making – Council applicants demonstrate the ability to make judgements free from influence or control of others.

Council Composition

It is desirable to have a Council composition that reflects the variety of members’ characteristics. Consideration will be given to the diversity of Council for:

- Profession and License type (also see the *EGPA*, S9(3));⁴
- Practice area;
- Years of experience;
- Geographic location; and
- Diversity and inclusion.

⁴ Note that members-in-training and engineering or geoscience licensees do not count towards the total P.Eng., P.Geo. count as required in the Act.

SECTION 7: DEFINITIONS

Applicant: An APEGS member interested in being conserved as a nominee to run for Council who completes the required application process.

Association: The Association of Professional Engineers and Geoscientists of Saskatchewan (APEGS).

Committee: AEPGS Nominating Committee

Nominee: An APEGS member who has applied to be considered to run for Council, has been vetted by the Committee and accepted the nomination.

APPENDIX A: RELEVANT SECTIONS OF THE ENGINEERING AND GEOSCIENCE PROFESSIONS ACT

COUNCIL

Council

- 9(1) The council shall govern the affairs and business of the association.
- (2) The council consists of:
 - (a) the number of councillors prescribed in the bylaws, that is to be not less than 10, who are elected by members in accordance with this Act and the bylaws; and
 - (b) the two persons appointed pursuant to section 10.
- (3) Of the elected councillors, not less than four are to be professional engineers and not less than two are to be professional geoscientists.
- (4) No member is eligible to be elected as a councillor unless that person resides in Saskatchewan.
- (5) An elected councillor who ceases to be a resident of Saskatchewan ceases to hold office as a councillor.
- (6) An elected councillor is entitled to remuneration and reimbursement for expenses in the amounts prescribed in the bylaws.
- (7) Each elected councillor holds office for the term prescribed in the bylaws.

Public appointees

- 10(1) The Lieutenant Governor in Council may, after consultation with the association, appoint two Saskatchewan residents as councillors.
- (2) Where the Lieutenant Governor in Council appoints a person as a councillor, the term of office of that person is not to exceed three years.
- (3) Subject to subsection (4), a councillor appointed pursuant to subsection (1) holds office until that person's successor is appointed and is eligible for reappointment but is not eligible to hold office for more than two consecutive terms.
- (4) An appointed councillor ceases to hold office if he or she ceases to be a resident of Saskatchewan.

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- (5) An appointed councillor may exercise rights and serve as a member of committees to the same extent as other councillors but is not eligible to be an officer of the association.
 - (6) One councillor appointed pursuant to subsection (1) shall be a member of any investigation committee and one councillor appointed pursuant to subsection (1) shall be a member of any discipline committee.
 - (7) The absence or inability to act as a member of an investigation committee or discipline committee by an appointed councillor or the failure to appoint a councillor pursuant to this section does not impair the ability of the other members of a committee to act.
 - (8) The association shall remunerate and reimburse for expenses appointed councillors at the rate determined by the Lieutenant Governor in Council.

Resignation

- 11(1) An elected councillor may resign by giving written notice of his or her resignation to the council.
- (2) An appointed councillor may resign by giving written notice of his or her resignation to the minister and to the council.
- (3) The resignation of an appointed or elected councillor is effective:
 - (a) on the date stated in the written notice; or
 - (b) if no date is stated in the written notice:
 - (i) in the case of a resignation of an elected councillor, on the date the written notice is received by the council; or
 - (ii) in the case of a resignation of an appointed councillor, on the date the written notice is received by the minister.

Vacancy

- 12(1) When a vacancy occurs in the elected membership of the council, the remaining councillors may appoint another member to fill the vacancy until the earlier of:
 - (a) the expiry of the term of office of the elected councillor who ceased to be a member of the council; or
 - (b) the date on which a member is elected to fill the vacancy in accordance with this Act and the bylaws.
 - (c)

APPENDIX B: RELEVANT SECTIONS OF THE REGULATORY BYLAWS

Member-in-training

4(3) A member-in-training is entitled to the following privileges of membership:

- ...
- (d) to be eligible to be elected to council as a member-at-large;

APPENDIX C: RELEVANT SECTIONS OF THE ADMINISTRATIVE BYLAWS

ELECTED COUNCILLORS

Number and composition

9 For the purposes of subsection 9(2) of the Act, the total number of councillors to be elected to the Council is 11, including:

- (a) the president;
- (b) the president-elect;
- (c) the immediate past president;
- (d) the vice-president; and
- (e) **Repealed.**
- (f) **Repealed.**
- (g) **Repealed.**
- (h) **Repealed.**
- (i) seven members-at-large.

Term of office

10(1) For the purposes of subsection 9(7) of the Act, each elected councillor holds office for the period of time specified below and until his or her successor is elected:

- (a) the president, president-elect, immediate past president and vice-president hold office for a term of one year; and
- (b) all other councillors hold office for a period of three years.
- (c) **Repealed.**
- (d) **Repealed.**

PROCEDURES FOR ELECTION

Eligibility for nomination

12(1) Only members in good standing are eligible for nomination.

- (2) Only a person who has served for at least one full year, from the close of business at one annual meeting to the close of business at the next annual meeting, as a Councillor prior to the date on which he or she would take office is eligible for nomination to the office of president-elect.
- (3) **Repealed.**
- (4) **Repealed.**
- (5) **Repealed.**
- (6) **Repealed.**

- (7) Only members who are compliant with the requirements of the Association's Continuing Professional Development (CPD) Program as specified in the *Regulatory Bylaws* (Section 23.2 and Appendix 5) and as described in the CPD Program approved by Council are eligible for nomination. Members who are in a CPD remediation position are not eligible.

12.1 Repealed.

12.2(1) Members-in-Training are only eligible to run for member-at-large positions.

Nominations

13(1) The Council shall appoint a nominating committee consisting of the immediate past-president, who shall chair the committee, and at least two other members of the Association.

- (2) The nominating committee shall, wherever possible, nominate:
 - (a) for president, the person holding the office of president-elect;
 - (b) one person for president-elect;
 - (c) at least two persons for vice-president; and
 - (d) at least two persons for each vacancy on the Council to be filled by election.

(3) Repealed

(3.1) At least 95 days prior to the date fixed by Council as polling day, applications from the members to be considered by the nominating committee shall be submitted.

(3.2) At least 45 days prior to the date fixed by the Council as polling day, the nominating committee shall submit its list of nominees to the Registrar.

(4) Repealed.

(5) Repealed.

(6) All applications must be accompanied by the written consent of the nominees.

(7) Nominees will be selected by the nominating committee, using procedures approved by Council.

APPENDIX D: ELECTION KEY ACTIVITIES AND ANNUAL SCHEDULE

Legend:

Nominating Committee (NC)
NC Staff Support
Governance Committee
Council

Description	Month*	Week of
Submit NC member appointment motions to Council.	Feb	23 rd
Appoint NC members and Chair.	June	9 th
Annual Meeting (within the first six months of the year, typically first week of May).	April	28 th
Submit gap analysis to the Governance Committee	August	4 th
Approve gap analysis.	August	11 th
Meeting #1 - Review recommendations about what to do differently and resulting proposed changes to forms and procedure manual. - Review potential applicants for Vice-President and President-Elect. - Determine which incumbents are eligible to run for a second term. - Approve email Ad and build email to members. - Approve changes to forms and procedure manual.	August	18 th
Update forms and procedure manual.	August	25 th
Submit website updates.	September	1 st
Begin promotion of coming soon through social media, Edge Monthly, and website	September	1 st
Submit revised procedure manual motion to Council.	September	1 st
Set Polling Day (usually the Monday three weeks prior to the Annual Meeting). Approve procedure manual updates.	September	8 th
Send recruiting email to Council, past presidents, and volunteers, with deadline for suggestions before NC Meeting #2.	October	6 th
E-News promoting information session and upcoming opening (call for expression of Interest)	October	15 th
Information Session- What it Means to Serve on Council	October	28 th
Send bulk email to members that application process is open.	November	3 rd
NC Chair to call eligible incumbents to determine interest in applying.	October	20 th
Contact Insightrix to set up contract.	November	3 rd
Meeting #2 – Discuss progress on finding applicants for all positions. Review suggestions from Council, committee chairs, etc. Determine other finding methods (if necessary).	November	17 th
Deadline for members to apply to be nominated to run for Council (at least 95 days prior to the date set by Council as the Polling Day)	November	28 th
Meeting #3 – Complete matrix evaluation of applicants and continuing Council members and shortlist applicants for interviews. Finalize dates for interviews.	December	8 th
NC Chair to contact unsuccessful applicants to explain and suggest improvements.	December	15 th
Contact successful applicants and schedule online interviews. Send teleconference invitations to Interview Panel members and successful applicants.	December	15 th
Applicant Interviews by Interview Panel.	January	5 th
Backup date for Applicant Interviews (if required).	January	12 th
Meeting #4 – Discuss report of interview panel and finalize list of all nominees.	January	12 th
NC Chair to contact successful applicants to confirm consent to be nominated and contact unsuccessful applicants to explain and suggest improvements.	January	23 rd
Request bios and photos from applicants, due in 2 weeks.	January	23 rd

Description	Month*	Week of
NC Chair to submit report to Registrar (at least 45 days prior to the date set by Council as Polling Day)	February*	3 rd
Send bios and photos to Insightrix for ballot preparation.	February	2 nd
Send bulk email Notice to Members of Slate of Nominees and voting by Insightrix.	February	17 th
Send emailing info to Insightrix and prepare paper ballots as requested by members.	March	9 th
Ballot voting opens (at least 20 days prior to the date set by Council as Polling Day).	March*	16 th
Electronic voting opens on the 20 th day before the date fixed by Council as Polling Day	March*	16 th
Polling Day (as set by Council, usually the Monday three weeks prior to the Annual Meeting)	April*	13 th
Send report of the Scrutineers to Executive Director and Registrar.	April	13 th
Meeting #5 – Debrief election (what went well/do differently) and make recommendations for changes to incoming NC. Prepare motions for Council for incoming Vice-Chair and at least 1 member (if applicable).	April	13 th
Return to beginning of cycle		

* Dates prescribed in The Engineering and Geoscience Professions Act, Regulatory Bylaws and Administrative Bylaws