

Nominations Policy

Creative City Network of Canada

For Approval at the 2015 Annual General Meeting, October 29, in Kelowna, BC.

Introduction:

The Creative City Network of Canada (CCNC) is a national non-profit organization that operates as a knowledge sharing, research, public education, and professional development resource in the field of local cultural policy, planning and practice, since 2002.

Through its work, CCNC helps build the capacity of local cultural planning professionals - and by extension local governments - to nurture and support cultural development in their communities. By doing so, CCNC aims to improve the operating climate and conditions of artists, arts, heritage, and cultural organizations across the country, and the quality of life in Canadian communities of all sizes.

In 2014 CCNC expanded its membership to include a non-voting category (Class B) for organizations and individuals.

CCNC is governed by a Board of Directors from the voting category (Class A) whose primary responsibility is to establish and implement the CCNC's mission and vision; provide continuity for managing and implementing CCNC's affairs; setting the rate of progress the CCNC takes in reaching its mission and vision; and securing support and appreciation for the CCNC's mission, vision, mandate, beliefs and long-term direction.

Serving on the CCNC board provides its directors with the opportunity to:

- Connect with dedicated professionals
- Build relationships and develop networks
- Better understand board governance
- Have fun achieving goals
- Gain an understanding of what is required to create a sustainable organizations e.g. financials, policies, best practices
- Learn more about the Creative City Network of Canada and its members
- Learn best practices of other municipalities
- Serve and connect with the members
- Have your voice heard in making changes that may impact your community, and communities across the entire country
- Play a significant role in strengthening the board and the future of the organization by serving on committees - playing a role that specifically resonates with you
- Grow your leadership skills
- Advance your career by building experience for your resume
- Gain expertise on complex issues that are integral to business and the economy
- Develop skills that you may not acquire at your job

A clearly defined statement of expectations for board members can be found in section D.1 in the Board Manual.

Purpose:

The purpose of this policy is to clarify the process and procedures for nominations to the Creative City Network of Canada Board. This has been created in order to ensure that CCNC continues to attract and retain well-qualified, diverse and effective board members that are representative of member communities.

Process:

- The Nominations Committee will send out an annual call out to members of CCNC four months prior to the Annual General Meeting (AGM).
- A closing date for nominations will be clearly advertised in all communications. The closing date will be at least one month prior to the AGM, to enable time for the board to contact the nominees and discuss their suitability for the board.
- The call out will be posted on the CCNC website, CCNC Member News, Listserve (where possible), and through all available social media outlets such as Facebook and Twitter, as well as communicated via word of mouth.
- A nominations form will be posted on the website where interested parties can denote their interest by completing and submitting the form to the CCNC office.
- The Nominations Committee will continue to accept referrals from other CCNC board members or members of the organization.
- The Nominations Committee will be responsible for ensuring that each candidate is interviewed by either a member of the Nominations Committee or the Board President to determine their suitability for the board based on the following:
 1. Their eligibility and interest in standing for nomination.
 2. Their willingness and ability to devote the time required to orientation, Board and Committee meetings and responsibilities.
 3. Their skills and their previous board experience.
 4. Their commitment and interest in the Creative City Network of Canada.
- Once this process has been completed, the Nominations Committee will create a slate of nominees based on matching the Board's needs with the skill set of the potential candidates.
- A profile of the proposed slate of nominees will be presented to the Board for review and discussion.
- The names of proposed candidates who possess excellent skills and experience but are not needed to fill a vacancy in the current year, due to the Board's effort to have diverse representation from communities and regions across the country, will be contacted and asked if they can be retained on a list for consideration in subsequent years.
- As determined by the Board, a slate of qualified and interested nominees will then be presented at the AGM. The nominees will be presented. For each nominee a 150 to 200 word bio and photo will be available to the members to provide them an opportunity to learn about the candidates.
- The names of nominees will be voted on and ratified at the Annual General Meeting.

Eligibility:

- Only Voting Members (Class A) of the Creative City Network of Canada are eligible to nominate one person from their non-elected full-time staff to represent their community on the CCNC Board. Voting Members (Class A) include: municipal governments, regional governments, and Band Councils.
- Non-Voting Members (Class B) are not eligible to serve on the board.
- Voting Members (Class A) wishing to have a nominee serve on the CCNC Board must be paid up in good standing with the organization for a minimum of one year.
- Voting Members (Class A) may only submit one nominee per AGM. If a member steps down between AGMs, that position remains vacant until the next AGM.

Term:

- Board terms are 1 year or AGM to AGM.
- The suggested maximum term is 8 years.
- Board members are elected by the Voting Membership (Class A) at the AGM.
- If a board member steps down between AGMs, the position will remain vacant until the next AGM.

Board Composition:

- The Creative City Network of Canada Board will consist of a maximum of 15 members.
- The Nominations Committee will make every effort to be as inclusive as possible by seeking out representatives from every region. It has been the experience of the Board that there are generally more members from Ontario and British Columbia, with lower representation from the Prairie and Maritime provinces. The Nominations Committee will make every effort to approach members in the less represented provinces to ensure equal opportunity.
- The Nominations Committee will also select candidates based on identifying the background, skills, knowledge and expertise needed in new trustees to address the current challenges.
- The Nominations Committee recognizes the need to reflect the members they serve at the board level as part of their strategy to be relevant in an increasingly multicultural and diverse society.

Board Mentorship

When the slate of CCNC Board of Directors has been officially ratified at the Annual General Meeting, the new directors will be required to attend their first meeting. At this meeting the newly elected Board members will be partnered with seasoned board members for the purposes of mentoring them throughout the first year of their term.

Mentoring will provide new board members with a welcoming resource to contact for support and guidance on CCNC and board operations. Mentoring will assist new board members in becoming comfortable on the board so that they can maximize their participation and become active members in a timely fashion.

Board Reference Materials (provided in the Board Orientation Package):

- Board Manual
- CCNC By-laws