ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Terms of Reference
Nomination Committee

AIBC Statutory Committees are established by section 32(3) of the *Professional Governance Act* and governed by AIBC Bylaws and associated Committee Terms of Reference.

1.0 Authority

Type:	Statutory Committee
Established:	February 2023 - under authority of s. 26(1) of the *Professional Governance Act (PGA)*
References:	AIBC Board delegates authority to the Nomination Committee under s. 32(2) of the *PGA* to carry out the directives related to the Nomination Committee as follows: • PGA s. 28 requiring the taking and signing of an Oath of Office • PGA s. 23(2) directing the required composition of the Board • PGA s. 25(1) requiring the selection principles in Section 5 of the General Regulations • PGA s. 25(2) providing for the Board to set criteria for Registrant Board Members • PGA s. 26(1) requiring the establishment of the nomination committee • PGA s. 26(2) directing the Board nominee eligibility for election • PGA s. 28 requiring the taking and signing of an Oath of Office • PGA s. 32(7)(b) requiring at least one lay member present at every meeting • PGA s. 32(7)(c) requiring a chair who is appointed in accordance with the selection principles • PGA General Regulations • AIBC Bylaw 3.1 regarding the establishment of the nomination committee • AIBC Bylaws 3.11 – 3.12 regarding the selection and appointment of committee chairs • AIBC Board Policy 2.7 Board Competencies and Board Member Selection Process, and Policy 1.5 Statutory Committees • AIBC Volunteer Policies and Code of Conduct.

2.0 Membership

Committee Chair:	Appointed by AIBC Board
Term:	3 years, renewable
Committee Members:	Appointed by AIBC Board
Term:	3 years, renewable
Restrictions:	Given the Committee's mandate, including its assessment obligations, no registrant (Architect AIBC) member of the Committee is eligible to run for the Board election in the year(s) the member serves on the Committee. All Registrant Committee members will be required to sign an undertaking confirming this understanding and commitment as a condition for Committee appointment.
Committee Member Selection Criteria:	The criteria are intended to guide the Board when appointing new members to the Committee and are not exhaustive. • Understanding and appreciation of the AIBC's core regulatory mandate; • Understands the AIBC's governance structure and relationship between Registrants, the Institute, and the public; • Experience (preferred) and knowledge of the role of the Board; • Integrity, including the ability to exercise discretion and maintain confidentiality; to remain open-minded and objective when contemplating decisions; and to share observations and findings through effective communication. • Taken and signed Oath of Office (PGA s. 28)
Committee Chair Selection Criteria:	• Committee Member Selection Criteria • The selection principles found in Part 3 of the PGA General Regulations • Ability to fulfill the duties of the Committee chair listed in section 3.0.

Committee Composition Requirements:

Legislated under AIBC Bylaws and Part 2 of the *PGA General Regulations*:

- Immediate Past Board Chair (1) (Or a Lay Board Member appointed by the Board, if the Immediate Past Board Chair is unavailable);
- Registrant members (2) (Architects AIBC or Retired Architects AIBC who may be former Board Members); and
- Lay member (2);

Committee Members	Composition (as applicable)	Appointment Date
1. Stuart Rothnie Architect AIBC	Immediate Past Board Chair (Chair)	February 11, 2025
2. Christi McAuley	Lay Member	November 4, 2025
3. Jim Intihar, CPA	Lay Member	November 4, 2025
4. Jana Foit Architect AIBC	Registrant Member	November 4, 2025
5. Michelle Fenton Architect AIBC	Registrant Member	November 4, 2025
Anita Handregan, CEO & Registrar	*Ex-officio, non-voting*	April 15, 2026
Departmental Staff Representative (DSR)	**Position**	
1. *Vacant*	Manager, Office of the CEO	

3.0 Mandate

Administer the nomination of Registrants (Architects AIBC) who are qualified to be nominated for election to the AIBC Board in accordance with applicable *PGA General Regulations,* AIBC Bylaws, and Board Policy. The Committee is to fairly and objectively evaluate and assess qualified nominees to be recommended to AIBC eligible voters for election to the Board, in the normal course.

4.0 Duties

Duties of the Committee:

The Nomination Committee will:

- In a year when an election is scheduled to be held (AIBC Bylaw 2.48), submit a list of qualified nominees to stand for the current election or for expected vacancies based on Part 3 of the *PGA General Regulations*.
- Each Board election cycle fulfill the requirements and obligations of the Committee as indicated in Board Policy 2.7 Board Competencies and Board Member Selection Process.

- Liaise with the Governance Advisory Group regarding: the nominee skills and competencies being sought for that year's election; the nominee assessment process to ensure a thorough understanding for communication with potential nominees; and the status of nominee recruitment.
- Review all Board nominees both during and following the call for nominations period according to the evaluation process.
- On an as-needed basis, recommend to the Board any nominees to appoint mid-term, should a Board Member resign before their term is up.
- Annually evaluate the process it follows, and the tools used in evaluating nominees with a view to process improvements, transparency and accountability.
- Any other duties assigned by the Board.

Duties of the Committee Chair:

The Committee Chair will:

- Efficiently Chair Committee meetings;
- Lead the Committee in meeting established timelines and the deliverables identified in section 5.0, including the report to the Board;
- Identify Committee priorities, administrative and policy efficiencies, and address issues of strategic concern between the nomination Committee and the Board; and
- Advise all Board nominees on the outcome of the election application process.

Duties of the Chief Executive Officer & Registrar:

The CEO & Registrar will:

- Support the Committee in establishing relevant operating policies and procedures in its adherence to the principles and directives established in the *PGA* and *General Regulations*, AIBC Bylaws and Board Policy; and
- Support the Committee in completing the duties assigned in section 4.0., and in liaising with the groups identified in section 7.0, as and when required.

The CEO will not participate in the evaluation of nominees or nominee interviews.

Duties of the Departmental Staff Representative (DSR):

The DSR will support Committee administration including meeting minute taking, Committee communications, scheduling meetings, and other support services required for effective Committee administration and completing the duties assigned in section 4.0.

Role of the Alternate Committee Members:

Alternate Committee members will be expected to fulfill the duties of the Committee as described in section 2.0 as and when needed. The alternate Committee member will be kept apprised of the Committee response to the assigned duties in a timely manner.

5.0 Deliverables

- A list of qualified nominees to stand for election to fill current or expected Board vacancies for submission to the Board and the CEO. The list should include at least one more nominee than the number required to fill the Board vacancies.
- Documented and transparent evaluation criteria, processes and tools.

6.0 Reporting

- Accountable to the AIBC Board.
- Upon request of the Board, provide verbal or written reports related to general nomination matters and policy considerations.
- Reporting statistical and other relevant information at the annual general meeting, in CEO & Registrar reports to the Board, and upon request, to the Office of the Superintendent of Professional Governance.
- As part of the Board election process, the Committee will submit to the Board:
  - a list of nominees, signed by the chair of the Nomination Committee, and in accordance with AIBC Bylaws 2.53 and 2.54; and
  - a report with the information specified in Section 6(4)(e) of the *Professional Governance General Regulations*.

7.0 Liaison with Internal and External Groups

- AIBC Board
- Governance Advisory Group

8.0 Scheduled Meetings

Attendees: Only members of the Committee have the right to attend Committee meetings. However, AIBC Staff and external advisers may be invited to attend all or part of any meeting, as and when deemed by the Committee to be appropriate and necessary.

When: To be determined by the Committee in order to meet its obligations

Place: AIBC offices and/or, video/teleconferencing

9.0 Quorum

Quorum (Legislated):	Under section 32(7) of the *Professional Governance Act* have at least one lay Committee member present at every meeting [..] of the Committee.
Quorum (Other):	A quorum for any meeting of the Committee will be the majority of the members of the Committee present in person, and/or by video/teleconferencing. (Bylaw 3.18 and 3.19)

10.0 Amending the Terms of Reference

The Terms of Reference may be revised by the Board upon the recommendation of the Committee or CEO or upon a change of members.