TERMS OF REFERENCE - ELECTIONS AND APPOINTMENTS COMMITTEE

1. DEFINITIONS

1.1. Unless otherwise defined in these terms of reference, terms defined in the Bylaws have the same meaning when used in these terms of reference.

1.2. Underlined words in these terms of reference denote the title of legislation or regulation.

1.3. "*Act*" means the Building Officials' Association Act, S.B.C. 1997, c. 16, and its regulations, as amended from time to time.

1.4. "*Annual General Meeting*" means a meeting of *Members* that is held pursuant to section 38 of the *Bylaws*.

1.5. "*Association*" means the Building Officials' Association of British Columbia (B.C.).

1.6. "*Bylaws*" has the same meaning as set out in section 1 of the *Act*.

1.7. "*Committee*" means standing and ad hoc committees or working groups established by the *Bylaws* or the *Executive*.

1.8. "*Elections and Appointments Committee*" means a standing *Committee* of the *Executive* established under section 30.1.3 of the *Bylaws*.

1.9. "*Electronic Means*" includes, but is not limited to, videoconference, teleconference, email, or other software or systems that are used to conduct meetings, votes, or other *Association* business.

1.10. "*Executive*" means the Executive Committee as set out in section 1 of the *Act*.

1.11. "*Executive Code of Conduct*" means the Code of Conduct that governs the conduct of members of the *Executive* and *Committees*.

1.12. "*Executive Director*" means the Executive Director of the *Association* as appointed by the *Executive*.

1.13. "*Governance Committee*" means a standing *Committee* of the *Executive* established under section 30.1.2 of the *Bylaws*.

1.14. "*In Good Standing*" means that a *Member* meets the following criteria:

1.13.1. the *Member's* membership is not cancelled, suspended or subject to restrictions, terms or conditions imposed under the *Act* or *Bylaws*;

1.13.2. the *Member* does not owe any outstanding membership dues, fees, monetary fines, or other amounts to the *Association*; and

1.13.3. the *Member* maintains their qualifications under the Building Act if they are a Regular *Member* and required to be qualified under the Building Act to work as a Building Official or Plumbing Official.

1.15. "*Member*" means the same as set out under section 1 of the *Act*.

1.16. "*Past President"* means the most recent individual to have served as *President* who is available, and willing to serve in the position.

1.17. "*President*" means the p*erson* elected by *Members* to serve as President of the *Association* pursuant to section 7 of the *Act*.

1.18. "*Zone*" means the region of B.C. for which an eligible *Member* may elect a *Zone* Director as identified in the *Bylaws* and may also be referred to as "their zone" or the "*zone* of" an eligible *Member.*

2. PURPOSE AND AUTHORITY

2.1. The purpose of the *Elections and Appointments Committee* is to assist the *Executive* with:

2.1.1. administering the nomination and election process for positions on the *Executive* in accordance with the *Bylaws*;

2.1.2. identifying and recommending candidates for appointments assigned to the *Elections and Appointments Committee* under the *Bylaws*;

2.1.3. ensuring elections and appointments are conducted in a fair, transparent and impartial manner consistent with the *Act* and *Bylaws*; and

2.1.4. carrying out any additional responsibilities assigned to it by the *Executive* pursuant to section 40.1.4 of the *Bylaws*.

2.2. The *Executive* has delegated to the *Elections and Appointments Committee* the duties and responsibilities set out in these terms of reference.

2.3. The *Elections and Appointments Committee* may make recommendations to the *Executive*, but it does not have authority to approve matters on behalf of the *Executive* unless explicitly authorized by the *Bylaws* or its terms of reference.

2.4. The *Elections and Appointments Committee* is, and must fulfill the duties of, a standing *Committee* of the *Executive* under section 30.1.3 of the *Bylaws*.

3. COMPOSITION AND ORGANIZATION

3.1. The *Elections and Appointments Committee* will be comprised of no less than three, but no more than five members.

3.1.1. The *Executive* may appoint *Members* who are *In Good Standing* or non-members to the *Elections and Appointments Committee*.

3.1.2. The *President* is an ex-officio member of the *Elections and Appointments Committee*.

3.2. The *Executive* must appoint all *Elections and Appointments Committee* members in accordance with the *Bylaws*.

3.2.1. Pursuant to section 26.5 of the *Bylaws*, the *Past President* is the chair of the *Elections and Appointments Committee* unless unavailable or unable to act.

3.2.2. If the *Past President* is unavailable or unable to act, the *Elections and Appointments Committee* members shall elect a chair from among themselves.

3.2.3. Pursuant to section 32.5.3 of the *Bylaws*, the *Elections and Appointments Committee* must designate one of its members as vice-chair.

3.3. *Elections and Appointments Committee* members are subject to the *Executive Code of Conduct* pursuant to section 31.3 *Bylaws*.

3.4. Staff support for the *Elections and Appointments Committee* will be provided through the *Executive Director*.

4. MEETINGS AND DECISION-MAKING

4.1. The *Elections and Appointments Committee* will meet as required to fulfill its responsibilities under the *Act*, *Bylaws*, and these terms of reference, with dates and times being established by the chair.

4.1.1. The chair may schedule additional meetings as necessary to meet election and appointment timelines established by the *Bylaws*.

4.2. The chair and *Executive Director* will collaborate to develop the agenda for each *Elections and Appointments Committee* meeting.

4.3. Agenda packages will be distributed at least five business days before an *Elections and Appointments Committee* meeting, unless the chair determines that a shorter notice period is necessary to meet a requirement under the *Bylaws*.

4.4. *Elections and Appointments Committee* members are responsible for preparing for meetings by reviewing agenda materials in advance and identifying potential conflicts of interest in accordance with the *Executive Code of Conduct*.

4.5. *Elections and Appointments Committee* meetings and votes must be conducted pursuant to section 33 of the *Bylaws*.

4.6. A majority of appointed *Elections and Appointments Committee* members constitutes quorum for an *Elections and Appointments Committee* meeting.

4.6.1. The *President* cannot vote on matters that come before the *Elections and Appointments Committee* and does not count for the purpose of determining quorum at *Elections and Appointments Committee* meetings.

4.7. Matters before the *Elections and Appointments Committee* shall be decided by a majority vote.

4.8. Email votes conducted by the *Elections and Appointments Committee* must be held pursuant to section 34 of the *Bylaws*.

4.9. The *Executive Director* will ensure that draft meeting minutes are provided to the chair for review and revision within seven days after an *Elections and Appointments Committee* meeting.

5. DUTIES AND RESPONSIBILITIES

5.1. The *Executive* has assigned the *Elections and Appointments Committee* the following duties and responsibilities:

5.1.1. oversee the nomination and election process for positions on the *Executive* in accordance with the *Act*, *Bylaws*, and these terms of reference;

5.1.2. solicit nominations for election or acclamation to the *Executive* in accordance with the *Bylaws*;

5.1.3. receive and review nomination forms to determine whether they are complete, valid and comply with the eligibility requirements established under the *Act* and *Bylaws*;

5.1.4. confirm that nominees are willing to serve and are eligible to hold the office for which they have been nominated before declaring them eligible for election or acclamation;

5.1.5. conduct preliminary *Zone* nomination elections as required and pursuant to the *Bylaws*;

5.1.6. conduct *Executive* elections by *Electronic Means* as required and pursuant to the *Bylaws*;

5.1.7. declare nominees elected by acclamation where permitted under the *Bylaws*;

5.1.8. ensure the notices required under Part 8 of the *Bylaws* respecting nominations, elections, acclamations and election results are issued;

5.1.9. receive the tabulation of election results and declare preliminary and official election results in accordance with the *Bylaws*;

5.1.10. provide election tabulations to the *Executive* where an election review has been requested pursuant to the *Bylaws*;

5.1.11. provide direction to the *Executive Director* respecting reasonable controls and security measures necessary to safeguard the integrity and confidentiality of elections in accordance with the *Bylaws*;

5.1.12. solicit and recommend candidates for appointment to the positions and *Committees* identified in section 46 of the *Bylaws*;

5.1.13. consider any competency criteria established by the *Executive* when recommending candidates for appointment under the *Bylaws*;

5.1.14. report to the *Executive* respecting the *Elections and Appointments Committee* activities and make recommendations arising from the *Elections and Appointments Committee* responsibilities; and

5.1.15. perform any other duties assigned by the *Executive* that are consistent with the *Act*, *Bylaws*, and these terms of reference.

6. ACCOUNTABILITY

6.1. The *Elections and Appointments Committee* reports to and takes directions from the *Executive*.

6.2. The minutes of an *Elections and Appointments Committee* meeting must be approved at the next *Elections and Appointments Committee* meeting.

6.3. Minutes of the most recent *Elections and Appointments Committee* meeting will be included in the agenda package for each *Executive* meeting, and the chair will provide a verbal update on *Elections and Appointments Committee* activities.

6.4. The chair of the *Elections and Appointments Committee* will present an annual report on the *Elections and Appointments Committee's* activities to the *Members* at the *Annual General Meeting* in accordance with the *Bylaws*.

6.5. The *Elections and Appointments Committee* will conduct an annual self-assessment and report to the *Executive* on the fulfillment of its duties and responsibilities.

6.6. The *Elections and Appointments Committee* will prepare an annual summary of its activities and accomplishments for inclusion in the *Association* annual report.

6.7. All *Elections and Appointments Committee* members must annually reaffirm their adherence to the *Executive Code of Conduct*.

7. REVIEW AND AMENDMENTS

7.1. These terms of reference will be reviewed and evaluated annually by the *Elections and Appointments Committee*.

7.2. Where appropriate, the *Elections and Appointments Committee* may recommend amendments to these terms of reference to the *Executive* through the *Governance Committee* for consideration and approval.

8. ATTACHMENTS

8.1. Building Officials' Association Act

8.2. Building Officials' Association of B.C. Bylaws

9. VERSION HISTORY

Date of Approval	Effective Date	Description
October 20, 2026	November 1, 2026	Approved by the *Executive*.