

IEEE CANADA Group Committees' Members Nomination and Appointment :

1- Preamble : (As per IEEE Canada Operations Manual - 6.1)

- IEEE Canada has Standing Committees organized into Five Groups summarized in the IEEE Canada Organizational Chart (*Appendix A , Chart 5*) .
- Each of these Groups has Standing Committees and/ or Regional Coordinators, where a Regional Coordinator may have a committee appointed by Region-7, a committee appointed by the Area Chairs , or a de-facto Committee consisting of Officers in each section with the appropriate roles.
- Each Chair of a committee, Group Committee or Standing Committee may have a Vice - Chair appointed (*in a similar process to the Committee Chairs' nomination and appointment*) by the IEEE Canada President on Recommendation of the IEEE Canada Nominations and appointment Committee, after consultation with the respective Group Chair, since the Vice-Chair will be responsible for serving as Acting -Chair when the chair is unable to Serve and shall support the activities of the Chair.
- The Nomination Committee (NAC) is responsible for the on Managing the Selection of the IEEE Canada Appointed positions and identify the qualified Candidates by the Fall Executive Committee meeting .

2- Group Committee Members Nomination:

- The Nomination process below applies to all Group Committee Members' roles and positions except the Chair and Vice – Chair of the respective committees, who are nominated by the Nomination Committee and appointed by the IEEE Canada president for a pre-identified Term.
- The “ **Chair** “ of each of the IEEE Canada Group Committees and Standing Committees, Should Develop a committee specific, detailed “ **Position Description** “ for the Committee Members' role including (but not limited to) position statement, annual activity plan , Time commitment Plan (If available), required Background, Experience , skills , and expectations.
- The Committee Chair, after consulting with respective Group Chair, should provide the “ Position Description” to the Nomination Committee - NAC , (and the IEEE Canada Administrator for Documentation). Updates or modifications can be submitted to NAC every Term (before the Executive Committee's Falls Meeting) .
- The “ **Nominating Member** “ is any IEEE Member (with Valid membership that Year), that is eligible to nominate a “ **Candidate**” (at any time of the Calendar Year) for the membership of any of the IEEE Canada Group Committees, presenting the Candidate's relevant Background,

qualifications, and experience, that may enrich the respective Committee's activities. (With consent of the Candidate).

- Committee chairs (Vice Chair and other members) are encouraged to search for and recruit the qualified Candidates, and may act as the "Nominating Member ", specifically in between the Terms.
- All IEEE member Levels (including IEEE student members) are eligible to be nominated by the "Nominating Member " to volunteer within any of the IEEE Canada Group committees.
- , Non- IEEE members can be nominated (Exceptionally) to join any of the Committees to fulfill specific and specialized needs of experience, skills, or knowledge. In these exceptional cases, The Appointment must be exclusively approved by the IEEE Canada President.
- All Nominations should be submitted (in writing, or Via Open Water Tool) with a brief presentation of the Candidate's background, and the justification / recommendation of the submitted nomination to the Nomination Committee, who shall prepare a "**Candidate Nomination form**", and share with IEEE Canada Administrator.
- The Nomination Committee should Check the Nomination against the IEEE rules and Policies as well as the pre-posted "Position Description" to pre - qualify the Candidacy, and (If qualified) Authorizing the respective Committee Chair to proceed with the Appointment Process. There is no need for any further approval by the Executive or Steering committee at this stage.
- The Committee Chair should meet with the Candidate (In person or virtually), and clearly explain the position description, Requirements, expectations, and the time commitments. The Candidate should clearly Indicate his/her dedication to the respective Committee's mandate.
- The Committee Chair **may** consult with committee members (or any other IEEE Canada active Volunteer) to qualify the Candidate's nomination. The consultation (if any) should be documented within the application's submission.

3- **Group Committee Members Appointment :**

- The Committee Chair should Submit the completed "Candidate Nomination form" to the respective Group Chair (being a member of the IEEE Canada Executive Committee and Board of Directors), in preparation for the final approval.
- The Group chair **may** consult with any IEEE Canada member to reach the approval decision (or *disapproval with reasoning*). The Nominating member must be notified in case of disapproval.
- IEEE Canada Administrator shall prepare a template of "**Appointment Letter**" (with the approval of the Secretary) for the Group Chairs use.

- The IEEE Canada President ***may choose*** at his/ her discretion, to delegate the Authority of signing the appointment Letter(s) to any or all of the Group Chairs (using an official Authorization Letter) at the beginning of every Term Year, or otherwise will be signing personally all Appointment Letters.
- In case of delegation, The Group Chair should complete and sign the “Appointment letter”, with a copy to: The IEEE Canada president (s) , Nominations Committee, Region Secretary, and the Region Administrator for Documentation.
- In the “ Appointment Letter “, The Group Chair should determine the duration of the appointment (One Year or Two Years), that Can be repeated as per the Operations Manual. Further extensions should be approved by the IEEE Canada president.
- If the Appointment Letter is issued anytime during the Term Year, The appointment should continue until the End of the following Term Year.
- The Appointment Letter is not considered official unless being communicated to the Region Secretary and documented by the Region Administrator.
- The IEEE administrator should keep and frequently update a Data base including all the information related to the group committee nominations, Appointments, Active members, and their service Records.
- Any exceptions to the above Nomination and/or appointment processes, related to the specific committee’s portfolio, nature of operation, special requirements or operational processes , should be with the approval of the Steering Committee and / or the IEEE president.

4- Group Committee Membership Termination:

- All committee membership appointments may be cancelled or Terminated by the IEEE Canada President with the Recommendation of the Group Chair and the respective Committee Chair , when:
 - The Committee member is no longer Active in contributing to the Committee’s Activities.
 - Not being collaborative with the Committee Chair, Vice Chair, and other committee Members in conducting and implementing the Committee’s mandate and Plans.
 - Demonstrating lack of professional behaviour , or misrepresentation of IEEE values and policies.
 - Practicing with a “ Conflict of Interest “ to IEEE , Region, Group , and Committee constitution, rules , Bylaws and/ or Operational Policies.
- The Appointment Cancellation and Termination is considered official when the “ Letter of Termination “ signed by the Group Chair and communicated to the terminated volunteer , is

received by the Region Secretary (with a copy to the Region's Administrator for Documentation).

- The respective Committee Chair should ensure that the " Termination Letter " is signed by the Group Chair and Communicated to the Committee member of concern.