

## **EPOA AGM 2024 – Resolution 2024/01**

Resolution proposed by: The Board of the Association

### **Creation of a Nomination Committee**

The Board proposes the creation of a Nominations Committee to support the development of the Board, its diversity, and long-term planning.

Many organisations have a Nomination Committee. The committee's task is to recommend candidates to the Annual General Meeting who are suitable to be elected to the board.

The Nomination Committee should invite the organisation's members to propose board members within a deadline. The committee can also contact people on their own initiative and ask if they want to stand for election. It is important that the committee familiarise itself with what the organisation will be working on in the future and how the board works and talks to candidates for the board about this. Then, it will be easier for the candidates to decide whether they want to stand for election.

For a non-governmental organisation (NGO), a nomination committee typically includes a mix of former board members and independent individuals from the membership to ensure a balanced selection process.

To ensure transparency and inclusivity in their nomination processes, the organisation should adopt best practices:

- **Clear criteria and procedures:** Establishing and publicly sharing the criteria and procedures for nominations.
- **Diverse committee composition:** Including representatives from the members from diverse backgrounds and with different perspectives can help ensure that the process is fair and inclusive.
- **Membership engagement:** Actively seeking input from the members.
- **Regular communication:** Keeping the members informed throughout the process through regular updates and transparent communication channels.

### **Further process**

The board will propose updated Bylaws regarding the Nomination Committee to be voted on at the AGM in 2025.

To start the process, the board proposes that a Nomination Committee be elected during the AGM 2024. Since it has not been possible to prepare sufficiently, the board proposes that this year, the AGM elect the Chairperson, and up to four additional members. The two candidates with the largest number of votes will be elected for two years, and the candidates in third and fourth place will be elected for one year. This enables rotation in members of the Committee.

This Resolution will be subject to a vote on day one of the AGM so that, if approved, elections for the Chair and members of the Committee can take place on day two.

## Terms of reference

1. The Nominations Committee is responsible for identifying potential members of the Board, exploring their interest, eligibility and availability for a Board role, and recommending candidates to the Annual General Meeting.
2. The Nominations Committee will encourage candidates to declare their candidacy to the Committee before the AGM, but there is no requirement for them to do so: candidates may declare their candidacy at the AGM itself as stated in the Bylaws.
3. The Nominations Committee must always be mindful of the need for the EPOA Board to reflect the diversity of the Pride movement and LGBTI+ communities as far as possible.
4. The Nominations Committee is led by a Chairperson appointed by the Annual General Meeting for a two-year term, first appointed in 2024.
  - a. The Chairperson cannot serve as a Board member of EPOA but must be affiliated with a full-member organisation in good standing.
  - b. The Chairperson must have served at least two years on the EPOA Board in the last five years OR have attended at least two of the last three Annual General Meetings.
5. There are up to four additional members of the Committee, with two elected each year. In 2024, the first year, four may be elected. The candidate with the most, and second most votes will be elected for two years. The candidates in third and fourth place are elected for one year. This enables rotation to begin in 2025.
6. The maximum consecutive term on the Nominations Committee is two terms, or four years.
7. The composition of the Nominations Committee must be notified to members in the Newsletter no later than 60 days after each AGM.
8. No more than one representative of a single member organisation may sit on the Nominations Committee at any one time.
9. The Nominations Committee will meet:
  - a. At least four times each year:
    - i. Once after each AGM to review the Board composition
    - ii. At least twice to discuss candidates and outreach
    - iii. Once at least 60 days before the next AGM to agree on candidates and recommendations to the membership
    - iv. With the EPOA board twice each year
10. Committee meetings are closed but the Committee may invite others to join for all or part of meetings.
11. The Chairperson of the Nominations Committee will provide a short report to the Annual Report and to the Annual General Meeting. In the absence of the Chairperson, a member of the Committee may make the report.
12. Meetings of the Committee are expected to take place online.
13. The Committee's work and meetings are confidential.
14. Any member of the Nominations Committee must resign from their position immediately should they announce a candidacy for the EPOA board.

15. Members of the Nominations Committee will be provided with EPOA email accounts for the execution of their duties.
16. The Constitution and Bylaws of the Association are the governing documents by which the Committee will operate. Nothing in these terms of reference is intended to contradict either of the governing documents.