

HARE – Recruitment and election of Board members –V3

The Hamilton Association for Renewable Energy (HARE) will elect Board Members at the Annual General Meeting.

The Board will consist of no less than six and no more than nine members. Board members will be elected at the Annual General Meeting of HARE. Once elected, the Board members will elect Board members to fulfill the positions of President, Vice-President, Secretary and Treasurer and such other positions as they may determine from time to time.

The Constitution describes the responsibilities of the President, Vice President, Secretary and Treasurer.

At the first AGM, all positions will be open for election. In future years, Board members will rotate off the Board, one third of Board Members each year. Retiring Board members may stand for re-election.

The Constitution of HARE also provides for appointment of replacement Board members between Annual Meetings when necessary; the process for doing this is described in the Constitution.

Recruitment Process

1. The Board will appoint a Nominations Committee.
2. The role of the Nominations Committee is to seek out suitable candidates for each vacant Board position.
3. The Notice of the AGM to be issued to all current members of HARE will include a call for nominations for all vacant Board positions.
4. The call for nominations will establish a Nomination Closing Date.
5. The call for nominations will require completion of a Nomination Form by the Nomination Closing Date.
6. The Nomination Form will require the following information be provided
 - a. Name of proposed Board member
 - b. Member qualifications
 - c. Signature of proposed Board Member
 - d. Name and Signature of two other HARE members supporting the nomination
7. The Nominations Committee will prepare a Report of Nominees for presentation to the Annual General Meeting. This report will include the number of vacant Board positions for election, a list of all Nominees and confirmation that their membership in HARE is in good standing.
8. Nominees will be encouraged to provide information on their qualifications to be circulated to members prior to the AGM.
9. Nominees may withdraw their applications at any time up to the start of voting at the AGM.

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AGM process to elect the nominated candidates.

1. The Chair will read the report of the Nominating Committee and call for any further nominations from the floor.
2. If new nominations are made from the floor, the Chair will request a proposer and a seconder for the nomination. If a proposer and a seconder do not come forward, the nomination will be denied.
3. If the nomination is supported by a proposer and seconder, the nominee will be asked to make a short statement of his/her qualifications.
4. If the number of nominations does not exceed the number of vacant position, the Chair declares that the Board is accepted as nominated.
5. If there are more candidates than available positions on the Board, then voting slips will be distributed to all members.
6. Members will be allowed as many votes as there are available Board vacancies. Members may cast only one vote for any individual.
7. The nominees with the most votes will be elected to the Board.
8. In the event that there are more nominees than vacant positions,
 - a. The nominees with the most votes will be considered` elected.
 - b. If there is a tie between the nominees for the last position, the Chair will call for a show of hands for the tied nominees and the candidate with the most votes will win.
 - c. If the show of hands is tied, the Chair will cast a deciding vote.

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Duties of the President, Vice-President, Secretary and Treasurer (extracted from the Constitution.

Duties of President -- The President shall, if present, preside at all meetings of members and executives. She/he shall sign all instruments which require her/his signature and shall perform all duties incident to her/his office and shall have such other powers and duties as may from time to time be assigned to her/him, by the executives.

Duties of Vice-President -- In the absence or disability or refusal to act of the President, the Vice-President shall be vested with all the powers and she/he shall perform all the duties of the President.

Duties of Secretary -- The Secretary shall issue or cause to be issued notices for all meetings of the members and executive committee when directed to do so, and shall keep or cause to be kept all records required by these by-laws. She/he signs with the president or other signing officer or officers of the Association such instruments as require her/his signature and shall perform such other duties as the terms of her/his engagement call for or the executive may from time to time require of her/him

Duties of Treasurer -- The Treasurer shall have the care and custody of all the funds and securities of the Association and shall deposit the same in the name of the Association in the financial institutions designated pursuant to paragraph 8.2. She/he shall keep or cause to be kept proper accounting records in accordance with the Act. She/he shall at all reasonable times exhibit, or cause to be exhibited, books and accounts to any executive upon application at the office of the Association during business hours. She/he shall sign such instruments as require her/his signature and shall perform all other duties incident to her/his office or that are properly required of her/him by the executive committee.. She/he shall be required to give such bond as directors may require. No executive shall be liable for failure to require any bond or for the insufficiency of any bond or for any loss by reason of the failure of the Association to receive any indemnity thereby provided. The Treasurer may delegate any or all of his/her duties to other officers, or to staff of the Association.

HAMILTON ASSOCIATION FOR RENEWABLE ENERGY
NOMINATION FOR BOARD MEMBERSHIP

I, the undersigned have read the Constitution of the Hamilton Association for Renewable Energy (HARE) and

1. Confirm I fulfill the requirements for Board membership as described in the Constitution
2. Agree to stand for membership of the Board
3. Undertake to fulfill the duties of the Board as laid out in the Constitution.

The following information on my qualifications for a Board position may be distributed to the members of HARE. (Attach additional sheet if desired)

NOMINEE’S NAME _____

NOMINEE’S SIGNATURE _____ DATE _____

PROPOSER’S NAME _____

PROPOSER’S SIGNATURE _____ DATE _____

SECONDER’S NAME _____

SECONDER’S SIGNATURE _____ DATE _____