



BOARD OF DIRECTORS

DRAFT Board Selection Process

[Note: Some of the text below is based on the current constitution; subject to change with adoption of revised constitution.]

Board of Directors – Composition

The Board of Directors of the Canadian Study of Parliament Group (CSPG) consists of at least ten (10), but no more than fifteen (15), Directors.

Among the Directors,

- one (1) is a Deputy Principal Clerk from Procedural Services at the House of Commons;
- at least one (1) is an employee of the Senate Administration;
- at least one (1) is an employee of the Library of Parliament;
- at least one (1) is an academic who teaches political science or a related field other than law;
- at least one (1) is an academic who teaches law within a faculty of law;
- at least one (1) is a public servant who works for an entity other than the Senate, House of Commons, or Library of Parliament; and
- at least four (4) have English as their first official language and at least four (4) have French as their first official language.

The Executive consists of Directors who occupy the following positions:

- President;
- Vice-President;
- immediate past President;
- Secretary;
- Treasurer; and
- Communications Officer.

No person may be a Director if they are not capable of understanding both English and French.

The Board of Directors shall strive to ensure that its membership reflects gender parity and regional representation from coast to coast to coast and may appoint additional Directors to achieve this objective.

Board of Directors – Term and Selection

Each Director and Executive serves a renewable two-year term, and is to be selected

- a) by a decision of the members present at an Annual General Meeting;

- b) by a decision of the Board of Directors in the case of a vacancy for the remainder of the term, unless an Annual General Meeting or Special General Meeting is to occur within thirty (30) days of the vacancy in which case the vacancy may be filled by decision of the members present at the Annual General Meeting or Special General Meeting.

Board of Directors – Nominations

Sixty (60) days prior to the Annual General Meeting or Special General Meeting, the Board of Directors will publicize vacancies to be filled at that meeting. The notice will be emailed to members, posted on the CSPG website and circulated on political science, law, and other list-serves as determined by the Board of Directors.

Interested individuals will be required to submit, thirty (30) days before the meeting:

- a) their curriculum vitae (CV);
- b) a 200-word expression of interest describing their interest in and qualifications for the position; and
- c) contact information for two references.

Upon receipt of the above documents, a Nomination Committee – formed of at least three (3) Directors – will present a short-list of candidates who meet the qualifications to the Board of Directors.

The Board of Directors will publish a nomination report, recommending one candidate for each position to be filled, for confirmation at the Annual General Meeting or Special General Meeting.

Mid-term Replacement

In the event that an Executive member leaves their position prior to the end of their two-year term, the Board of Directors may, by majority vote, promote one of the other Directors to the vacant position for the remainder of the departing Executive member's term.

In the event that a new Executive member is not appointed from the Board of Directors or a Director leaves their position prior to the end of their two-year term, the Board of Directors may, by majority vote, appoint a new Executive member or Director for the remainder of the departing Executive member or Director's term.

Diversity, Equity, Inclusion and Accessibility

CSPG will strive for a recruitment and selection process that is inclusive and barrier-free, and will encourage applications from Indigenous peoples, members of racialized groups, persons with disabilities and members of the LGBTQ2SI+ and other equity-seeking groups.

Each publication of a vacancy to be filled will include the following statement: *CSPG values a recruitment and selection process for its Board of Directors that is inclusive and barrier-free, and we encourage applications from Indigenous peoples, members of racialized groups, persons with disabilities and members of the LGBTQ2SI+ and other equity-seeking groups.*