

EASTERN ONTARIO PROFESSIONALS IN INFECTION CONTROL (EOPIC)
A Chapter of the
Community and Hospital Infection Control Association (CHICA) - Canada

POLICIES & PROCEDURES

SECTION: Nominations and Elections
SUBJECT: **NOMINATING COMMITTEE**
ORIGINATED: 1985 Terms of Reference
APPROVED: Executive 02/10/02

NUMBER:
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REVISED: Oct 2002

1. PHILOSOPHY

CHICA - EOPIC members are required to fill vacancies of those executive members and chapter representatives completing their term of office.

2. PURPOSE

To identify one suitable candidate willing to accept a nomination for one of each of the positions open.

3. STRUCTURE

3.1 The immediate Past President shall serve as chairperson. If the Past President is not able to chair, the President will appoint a chair.

3.2 The chair appoints two (2) other CHICA/EOPIC members to serve on the committee.

4. FUNCTION

4.1 Liaises with chair from previous year.

4.2 Selects one candidate to fill each vacancy considering the skills and expertise required.

4.3 Informs membership regarding the vacancies and how to nominate candidates using the EOPIC Nomination form.

4.4 Encourages members to inform nominating committee if they are interested in volunteering for a position.

4.5 Receives nominations from the membership by October 31.

4.6 Assures that a nomination form is completed for each candidate.

4.7 Chairperson conducts the election, by secret ballot, at the last EOPIC meeting of the year. If there is only one candidate for the position, the nominee is elected by acclamation.

5. REFERENCES

5.1 EOPIC Terms of Reference

5.2 CHICA-Canada Policy Manual 12.10