

To Members of the Pocket Community Association,

We are seeking Member input into a draft policy on nominations and elections for the PCA Executive Committee. This email outlines the purpose of the policy, how it was developed, what is in the policy, and the steps we plan for review and approval of the policy by our Members. We are asking you to reply with agreement or comments by 15 June 2015.

Purpose of policy

Last December, it became clear to the PCA Executive Committee that our association could be stronger and better able to be useful to Pocket residents by having clear and explicit procedures for nominating future members of the Executive Committee and then electing them at the Annual General Meeting. In any organization, these succession planning issues need to be defined in such a way that all stakeholders understand what needs to be done and when, and what the rules are so that we can each contribute in the most effective way to strengthen the association and its services.

How the policy was developed

The Executive Committee created a Succession Planning Committee (SPC) to research how other associations handle these issues, come up with a proposal and then seek discussion and approval by the Executive Committee. This committee was composed of Susan McMurray, Jeff Otto and Don Smith as SPC Chair, on behalf of the Executive, and Glen Jones and Lara Trimble as PCA Members. We invited Marti Russel, who is an external specialist in governance, nomination and election issues to advise us. The SPC has met, and has presented its proposal to the PCA Executive Committee which has approved the plan which is attached for your attention.

What is in the policy

Our thinking is that the Pocket Community Association is committed to a transparent and democratic process for renewing the Board of Directors in order to ensure the Board can continue to serve Pocket residents in an accountable manner. This policy establishes nomination and election procedures that will:

- Encourage PCA members to run for election to the Board of Directors,
- Create a Nomination & Election Committee whose key objective is to find at least one qualified member for each position on the PCA Board of Directors, and
- Put in place rules for nominations and elections that are transparent and democratic and lead to election outcomes that inspire confidence among PCA Members.

In the attachment, there are three parts. The first is a flow chart which captures on one page the sequence of what would happen in electing the Directors each year. The second is the Draft Policy on Nomination & Election Procedures, and the third is the form to be used by PCA Members who wish to nominate or second a Member for a Director role. These three parts are to be read together as integrated elements in the draft policy.

You will notice that in the Draft Policy we use the terms "Board of Directors" (rather than the Executive Committee, as we currently call it) and "Directors" (rather than members of the Executive Committee). This allows us to be in early compliance with the Ontario Not-for-Profit Corporations Act (ONCA).

Plan for review and approval

Members will be asked to approve the policy at the AGM in January 2016.

As a first step, we are asking PCA Members to read it over and then let us know whether you like this plan and policy as it stands or whether you have suggestions for modifying it in some way.

We will take your comments and suggestions into account. Before the AGM, we will send a revised formal proposed policy on nomination and election procedures to all Members with the announcement that we will ask PCA Members at the AGM to vote to approve the policy.

To submit your comments

Please send in your agreement with this draft policy or your suggestions for revisions to the text to policyinput@thepocket.ca by 15 June 2015.

From the PCA Succession Planning Committee, 17 May 2015.