

**NSCDN Nominating Committee  
Terms of Reference**

**Committee Membership**

In accordance with Section 8 of the NSCDN Bylaws, the NSCDN Board shall appoint a Nominating Committee composed of:

- The Past Chair or designate, who shall serve as Chair of the Nominating Committee;
- One public representative member of the Board;
- Three dietitian members, at least one of whom is not a current Board member; and
- Regulator staff will attend meetings in an ex-officio capacity.

**Terms of Office**

The members of the Nominating Committee shall hold office for such term as set by the Board who appoints them, which shall not be longer than 3 years. A member of the Nominating Committee may be appointed for one additional 3-year term by the Board.

Nominating Committee members shall recuse themselves from the work of the Committee if they become subject to a regulatory process or other matter which adversely impacts their ability to ethically and/or competently serve as a member of the Committee (or where there is a reasonable apprehension that it has been adversely impacted), or their continued membership is contrary to the objects of NSCDN for any other reason.

In such circumstances, the member shall disclose the relevant details to the Chair of the Committee (or, where the member in question is the Chair of the Committee, to the Chair of the Board) who, in consultation with the Registrar, will consider the matter and may direct the member to recuse themselves from the Committee temporarily or permanently, as the case may be.

**Quorum**

A quorum of the Nominating Committee consists of any three members of the Committee, regardless of position.

Failure of one or more Committee members to receive notice of a meeting does not invalidate the proceedings at the meeting, and nothing precludes the members from waiving notice of a meeting.

A decision of the Nominating Committee requires the vote of a majority of the Committee.

### **Mandate**

With respect to the nomination of registrant Board members, the Nominating Committee shall:

- a) Compare the composition of the Board with the Board Composition Matrix and identify the competencies, qualities, diversity, and other criteria needed to fill identified vacancies;
- b) Seek candidates to fill current and/or anticipated registrant vacancies on the Board, including positions for Chair-Elect, Treasurer, and members-at-large;
- c) Call for nominations from the pool of eligible dietitian members in accordance with Bylaw 10;
- d) Determine the eligibility of candidates under Bylaw 10 and the appropriate positions for nomination;
- e) Assess the degree to which candidates meet the desired competencies, qualities, and other criteria aligned with the Board Composition Matrix;
- f) Perform such other functions related to the election of Board members as identified by the Board;

If the Nominating Committee determines a candidate is not eligible for nomination as a registrant Board member, the Committee shall not advance the candidate's name to the Board.

The Board may establish additional rules and deadlines not in conflict with these bylaws.

### **Equity Appointment**

The Nominating Committee shall appoint one nominee to the Board who, wherever possible, has lived experience as Indigenous, a visible minority, a person with disabilities, or identifies as 2SLGBTQ+. This individual must also align with the Board Composition Matrix.