


<div> Chartered Quality Institute</div> <div>Governance</div> <div>Appointment of Regional Members to the Council</div>								Process Ref : CQI0062 Revision : 0 Revised : 08/02/2010 Owner : NC Chair Approver : Council Chair <div><div>▽ Responsible</div><div><div>a</div>Assists</div><div><div>c</div>Consulted</div><div><div>i</div>Informed</div></div>
Seq	Task Title	NC Chair	CEO	RMC Chair	RMC Member	Nominee	Council Chair	Task Description
	Objective							To regulate the nomination of Regional Members of Council in accordance with the Charter, Bye-laws and Regulations.
1.1	Declare vacancy.	<div>▽</div>	<div>c</div>	<div>i</div>				The Chair of the Nominating Committee (NC) shall advise the chair of the Regional Management Committee (RMC) of a vacancy regarding the Regional Council Member position.
1.2	Request nominations.			<div>▽</div>	<div>a</div>			The RMC Chair shall notify the RMC members of the vacancy and add the matter to the agenda for the next RMC meeting. RMC members are asked to consider potential candidates and submit names to the RMC Chair.
1.3	Verify nominees.	<div>▽</div>				<div>c</div>		The RMC Chair shall contact potential nominees and verify their eligibility and willingness to stand. Nominees must be Voting Members of the CQI.
1.4	Nominate Regional Council Member.			<div>▽</div>	<div>a</div>			The RMC shall discuss candidates and make its selection at a formally constituted meeting. The method of selection is at the discretion of each RMC but requires agreement of an absolute majority RMC members at the time of selection.
1.5	Notify the Nominating Committee.	<div>i</div>		<div>▽</div>				The RMC Chair shall advise the NC Chair of the RMC nominee.
1.6	Verify nomination.			<div>▽</div>		<div>i</div>	<div>i</div>	The NC Chair shall consult with the CQI Executive to verify eligibility of the nominee. If not eligible, the matter shall be referred back to the RMC Chair. If eligible, the NC Chair shall advise NC Members and the Council Chair.
1.7	Nominee takes up position.					<div>i</div>	<div>▽</div>	The Nominee is invited to the next meeting of the Advisory Council as the Regional Member. The appointment shall be notified to CQI Members at the next AGM.