

## Appointment of Stakeholder Members to the Council

Process Ref : **CQI0065**

Revision : **0**

Revised : **08/02/2010**

Owner : **Council Chair**

Approver : **Board Chair**

☐ Responsible
 ☒ Assists
 ☒ Consulted
 ☐ Informed

Seq	Task Title	Council Chair	Voting Council Member	Council Member	CEO	External Organization	NC Chair	NC Member	Task Description
	Objective								To ensure a clear process for the election of stakeholder representatives on the Advisory Council.
1.1	Identify suitable organizations.	▽	Ⓢ	Ⓢ					<p>Council members shall review the current Council focus, taking into account its own reviews and overall CQI objectives and agendas, and identify external organizations who may be able to contribute to Council business.</p> <p>The number of vacancies for external representatives shall be as defined in the Council Terms of Reference.</p>
1.2	Consult selected external organizations.	▽		ⓐ	ⓐ	Ⓢ			The selected organizations shall be contacted and invited to nominate a representative for the CQI Council.
1.3	Review nominations.	Ⓢ					▽	ⓐ	<p>Names of persons nominated shall be reviewed by the NC. This is an administrative stage to ensure we have sufficient information on the nominee and his/her role within the external organization nominating them. The NC may also contact the nominee to ensure they are aware of the role of an External Representative on the Council.</p> <p>Any concerns regarding nominees shall be reported to the Council Chair.</p>
1.4	Formally accept nomination.	▽		Ⓢ					Names of nominees shall be presented to Council for formal acceptance. Acceptance shall normally be through mutual agreement; however, the Council Chair may call for a vote if he/she considers such to be necessary. Voting shall be by a simple majority, with the Council Chair having the deciding vote in case of a tie.
1.5	Advise nominees.	▽							Nominees shall be advised of the outcome. If successful, they shall be invited to attend the next meeting of Council.
1.6	Address unsuccessful nominations.	▽				Ⓢ			Where a nomination by an external organization has not been accepted by Council, the Council Chair shall advise the external organization and, if applicable, discuss a possible resolution.