

Young Professionals of Nanaimo
Elections of Officers
2019/2020 Application for Nomination Handbook

Dear Prospective Executive Board Candidate:

At the Young Professionals of Nanaimo (YPN) we value the dedication and commitment of our Members who choose to participate in our nomination and election process as an Executive Board Candidate. We thank you for your interest in seeking nomination for our Executive Board. The application package consists of three documents: **the Application Handbook, the Application Form, and the YPN By-Laws**. Inside this package you will find information that will clarify the criteria for Candidates and expectations of the Executive Board Members in their role of leading the Young Professionals of Nanaimo. You will also find everything that you need to complete the nomination process.

To assist those Members who are interested in considering candidacy, the Board appoints a Nominating Committee each year. The Nominating Committee's primary role is to ensure Members are fully informed of the nomination process and the election process as well as to consider the qualifications of Candidates in order to ensure the highest quality board composition. The Nominating Committee is tasked with seeking to select nominees who not only are the best qualified and meet the required criteria but who also possess specific skills to bring our organization to the next level.

If you decide to proceed with submitting an application for nomination as a Candidate, please complete and submit this application package along with the required documents, as outlined in the Candidate's Guide section. If you have any questions about the enclosed information, you may contact Lauren Olson, Nominating Committee Chair (Executive Board Vice President) at vp@ypnanaimo.com.

Please note that applications must be received no later than 11:59 pm (midnight) on Friday, December 28, 2018.

Yours truly,
Young Professionals of Nanaimo Nominating Committee

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Young Professionals of Nanaimo – 2019 Election Process

YPN's Executive Board, as established in the By-Laws, consists of nine positions and every year these positions need to be filled.

As defined in the YPN's By-Laws, the Nominating Committee plays an integral role in the process of reviewing nominated Candidates who meet the eligibility requirements. This Nominating Committee is required to evaluate the experience, expertise and qualifications of the Candidate in relation to the specific Director selection criteria established by the Board from time to time.

Based on the information contained in the Candidate's application the Nominating Committee will make a determination as to the best qualified Candidates to fill the vacant positions. The Nominating Committee will then place a recommendation behind those identified Candidates.

YPN's elections will be conducted electronically on February 28, 2019. The results of the election will be announced no later than April 3, 2019. The 2019/2020 Executive Board will be voted in by the Members at the Annual General Meeting on May 3, 2019.

November 28, 2018 – Call for Nominations, Call for Nomination Committee Member

December 28, 2018 – Submission Deadline to Stand for Office

January 17, 2019 – Nomination Approval Deadline

January 24, 2019 – Notice of the Upcoming Elections

February 28, 2019 – Elections

April 3, 2019 – Election Results Announced

May 3, 2019 – 2019 Annual General Meeting

Candidate's Guide

1. Individuals wishing to be Candidates for YPN's Executive Board must be under 40 years of age and have been a Member of the YPN for a minimum of six (6) months.
2. Additional eligibility requirements are outlined on Schedule A of this Handbook.
3. If after reviewing the above a Candidate wishes to make application, he or she must:
 - A. Without any assistance from YPN Executive Board, seek the signatures of three (3) Nominators who themselves meet the Nominator Eligibility Requirements outlined in Schedule C;
 - B. Complete and submit all the documents mentioned in the Application Forms:
 - i. By regular mail or courier:

Nominating Committee
Young Professionals of Nanaimo
PO Box 291 Stn A, Nanaimo BC V9R 5K9
 - By email: elections@ypnanaimo.com
 - ii. To be received by 11:59 pm (midnight) on Friday, December 28, 2018.

Once the Nomination period closes:

4. The Nominating Committee will validate the Candidate's eligibility during the period December 29, 2018 through January 17, 2019.
5. The election of Officers will be conducted electronically on February 28, 2019. The results of the election will be announced no later than April 3, 2019. The 2019/2020 Executive Board will be voted in by the Members at the Annual General Meeting on May 3, 2019.

Schedule A

DIRECTOR ELIGIBILITY REQUIREMENTS

A member is eligible for election to the position of director if, and only if:

- A. as of the last day of the Nomination Period, the Member:
 - i. has been a Member of the YPN for at least six (6) consecutive months;
 - ii. is not disqualified from becoming or acting as a director as specified in this document,
 - iii. if an incumbent director, has not failed, without in the opinion of the Board reasonable cause, to attend three (3) consecutive regular meetings or five (5) regular meetings of the directors within the preceding twelve (12) months; or
 - iv. has not been removed from a former Executive Board of the organization because of Involuntary Resignation as defined in the By-laws;
 - v. is free of any real or perceived conflict of interest that might reasonably be expected (based on a legal opinion), to prevent him or her from acting in the best interests of the YPN as a whole, and independently of any particular interest arising as a result of any previous, existing, or future relationship with the YPN, its Members or suppliers;
- B. the Member, if an incumbent director, will not, at the end of the Member's current term as a director, will stand for election for the same Board position for a third consecutive term

Schedule B

INDIVIDUAL DIRECTOR DISQUALIFICATIONS

Disqualified Individuals

The following individuals are disqualified from being directors of the YPN:

1. One whose Membership or Officer position has been terminated, other than voluntarily.
2. One who a court has decided is of unsound mind.
3. One who is an undischarged bankrupt or who has been discharged as a bankrupt in the five years preceding the date on which he or she may be elected as director.
4. One who is a listed person within the meaning of the United Nations Suppression of Terrorism Regulations under the *United Nations Act (Canada)*.
5. One who has been convicted, in the five years preceding the date on which he or she may be elected as a director, of a major offence as defined by Canadian Law and who has not received a pardon for the offence.
6. One who's Membership in a professional association has been terminated, in the five years preceding the date on which he or she may be elected as director, for professional misconduct.

Schedule C

REQUIREMENTS TO BE MET BY NOMINATORS

Each person signing the nomination papers of a Nominee, must as of the last day of the Nomination period:

- A. have each been a Member of the YPN for at least six (6) consecutive months;
- B. are each not disqualified from becoming or acting as a director of the YPN as outlined in this document;

Schedule D

DIRECTOR SELECTION CRITERIA

In the evaluation of proposed nominees for the purpose of making recommendations, the Nominating Committee uses the eligibility requirements set out in Schedule A, the By-laws and selection criteria established by the Board from time to time. The selection criteria to be used by the Nominating Committee are the following:

Mandatory Individual Director Criteria

A Director must:

1. Understand the principles behind and share the vision of the YPN and have the ability to reflect the values and commitments of the group as well as acting in the YPN's best interest at all times;
2. Demonstrate the ability to bring a perspective of external business, finance, and social issues to Board deliberations;
3. Understand corporate governance and the fiduciary duties, role and responsibilities of the Board as a whole and an individual Director of the YPN
4. Commit to regular attendance at Board/Committee meetings and to full preparedness and willingness to contribute to meeting content;
5. Understand the importance of the role of the YPN in the community;
6. Demonstrate the ability to provide leadership and be an effective communicator;
7. Uphold the values of teamwork demonstrating the ability to operate as "a team" at Board level and "speak with one voice" once full discussion has been undertaken and a decision made by the Board;
8. Demonstrate personal integrity and high ethical standards;
9. Have never declared personal or business bankruptcy;
10. Agree to fulfill the time commitment of a Director of the YPN;
11. Have the capability to access electronic information via the Internet, and be able to print associated materials.

Optional Individual Director Criteria

It is desirable that Directors:

1. Have previous experience as a Director of a board;
2. Have a demonstrated reputation of valuable community involvement outside of their activities at their respective jobs;
3. Have experience or familiarity in strategic planning;

Schedule E

BACKGROUND INFORMATION FOR CANDIDATES

The Young Professionals of Nanaimo is a not-for-profit organization for young professionals in the Nanaimo area who wish to network, socialize and continue to develop professionally. The mission of the Young Professionals of Nanaimo (YPN) is to create a vibrant and connected young professional community in Nanaimo.

The YPN membership includes some of the best and brightest business professionals in Nanaimo under the age of 40. The events and professional development opportunities of the YPN are a great place to learn and get connected.

Committees

1. FULL BOARD

The Executive Board consists of nine (9) Directors including a President and Vice-President, each elected by the General Body for a term of one year. The Board is responsible for establishing the organization objectives and policies. Terms & Conditions of this board are outlined in the organization's By-Laws, article VII.

2. BOARD COMMITTEES & SUBCOMMITTEES

The Executive Board has the ability to establish standing Committees and Subcommittees as needed.

The current Committees & Subcommittees are as follows:

- A. Community Impact Committee – assist with projects in support of local charities and community causes
- B. Events Committee – assist with monthly and seasonal events
- C. Legacy Project Committee – assists with annual YPN legacy project
- D. Membership Committee – assist with membership recruitment and engagement
- E. Professional Development Committee – assist with professional development and networking events

Meetings / Time Commitment

It is expected that, in addition to the actual time spent at a YPN or Committee meeting, a Director will fully review all materials (e.g., Board materials, Committee agendas and supporting material) provided prior to attending each meeting. Materials for all Board and Committee meetings are distributed by the Secretary

or Director in charge of the Committee in electronic format. Elected Directors are expected to be able to receive, print and communicate via electronic means. While the amount of time required for this task will vary for each individual it is not unusual for a Director to spend approximately 6-8 hours preparing for a Board or some Committee meetings.

All Directors are encouraged to participate in YPN activities and Committees. Some Directors are part of specific committees as part of their duties.

Attendance at all Board and Committee meetings is expected in person and is tracked and reported by the Secretary. Directors are expected to attend meetings in person. Under exceptional circumstances the President may allow participation in a meeting via telephone conference.

The following meeting/events summary shows the approximate time commitment for each Director during the course of a year:

Monthly Board Meetings	Board meetings are scheduled on the third Thursday of every month at 5:30 pm (subject to change). Allow 1.5 – 2.5 hours per meeting.
Strategy & Orientation Meeting	A Strategy & Orientation meeting is held as soon as the new board directors are elected in the first month. Allow 3 - 5 hours for this meeting. More strategy meetings can be held as per the board's discretion. Location and time will vary.
Semi-annual Advisory Board Meetings	These meetings are held after the Strategy Meeting(s). Allow 1-2 hours per meeting. Location of the meetings will vary. Usually held at lunch time.
Professional Development Events	Several PD Events are held throughout the year, such as Quarterly Connects, Lunch and Learns, etc. These events can also be in-participation with other organisations. Allow 2-3 hours for these events.
Social Events	Several social events are held throughout the year, such as biweekly Happy Hour. Allow 1-3 hours for these events. Executive Director's time commitments will vary.
Community Projects	Community projects are one of the most important projects that YPN undertakes. Past examples include Nanaimo Train Station Restoration, Community Gardens, Cappy Yates Park. Executive Director's time commitments will vary.
Annual General Meeting	The AGM is held after the end of the fiscal year, generally in April or May. Newly elected board members are announced. Executive Director's time commitments will vary.