

---

**Subject:** FW: NCLGA Member Notice: Call for Nominations, Director at Large, Two (2) Vacant Positions  
**Attachments:** NCLGA Board of Directors AT LARGE Nominations Guide.pdf; NCLGA Board of Directors AT LARGE Nominations Form.pdf

---

**From:** NCLGA <[admin@nclga.ca](mailto:admin@nclga.ca)>  
**Sent:** Friday, October 28, 2022 6:58 AM  
**To:** [admin@nclga.ca](mailto:admin@nclga.ca)  
**Subject:** NCLGA Member Notice: Call for Nominations, Director at Large, Two (2) Vacant Positions

Dear NCLGA Members,

Based on the results of the recent local government elections, the North Central Local Government Association (NCLGA) has two (2) vacant Director at Large positions.

On October 21, 2022, the NCLGA Board of Directors unanimously approved the release of a call for nominations from the membership, for the two (2) vacant positions on the NCLGA Board as Directors at Large. In accordance with the NCLGA's Constitution and Bylaws (Section 2 (1)), the NCLGA Board of Directors will appoint the Director at Large positions from the nominations received.

The NCLGA Board of Directors extends its appreciation to outgoing Directors at Large Mayor Gary Foster and Councillor Marnie Brenner for their hard work and dedication to the NCLGA and its members.

**IMPORTANT INFORMATION:**

**Call for Nominations, Director at Large, Two (2) Vacancies**

1. All completed nomination forms must be submitted to [admin@nclga.ca](mailto:admin@nclga.ca) by **4:00 p.m. on December 16, 2022**.
2. Nominations may be submitted by any NCLGA member in good standing, provided such nomination is endorsed by two (2) members, and the nominee has consented in writing to stand for election.
3. The Nomination Form and Guide for this Call for Nominations are attached, and also available on our website at <https://www.nclga.ca/Resources/NCLGA-Nominations>.
4. Nominations received after the deadline will not be accepted.

Please email [admin@nclga.ca](mailto:admin@nclga.ca) if you have any questions about the nominations process.

Kind regards,  
Sandra

**SANDRA MOORE**  
NCLGA Board and Committee Support

email [admin@nclga.ca](mailto:admin@nclga.ca)  
website: [www.nclga.ca](http://www.nclga.ca)

## NOMINATION PROCESS

### For Call for Nominations for Director at Large Positions 2022/2023

#### To: Elected Officials and NCLGA Members

The following nominations process will be used for the election of two (2) Director at Large Positions for the NCLGA, terms to expire at the 2023 AGM in May 2023.

#### 1. Positions Open for Nomination

The following positions are open for nomination:

- Director at Large (2 Board Positions)

#### 2. Qualifications for Office

Each candidate must be an elected official from a NCLGA member local government or First Nation.

#### 3. Nomination Process

A candidate must be nominated by two elected officials from a NCLGA member local government or First Nation using the approved nomination and consent forms (available at [admin@nclga.ca](mailto:admin@nclga.ca) or on our website at [www.nclga.ca/nominations](http://www.nclga.ca/nominations)).

#### 4. Process for Appointment

In accordance with the NCLGA's Constitution and Bylaws (Section 2 (1)), the NCLGA Board of Directors will appoint the Director at Large positions from the nominations received.

#### General Responsibilities For All Board Positions

- Board members are expected to consider the concerns of the entire NCLGA area when participating at the NCLGA table or representing the NCLGA at events and workshops.
- All Board members will be expected to participate in four meetings throughout the year. Two meetings are held in person in Prince George and two are held virtually. Board members will confirm attendance or express regrets for all scheduled meetings.
- Each Board member will sit on at least one optional NCLGA committee – Finance, Governance, Health Care, or AGM. The Resolutions Committee and Planning & Priorities Committee are Committees of the Whole. Most committee meetings will be held by phone, online, or in person in conjunction with a quarterly board meeting. However, the AGM Committee meets monthly or bi-monthly in the months leading up to NCLGA's AGM & Convention.
- Board members will be aware of and follow NCLGA policies and bylaws.
- Board members will be required to use email and the internet for internal board communications.

**In addition to the general requirements listed above, specific responsibilities are attached for the Director at Large Position:**

#### Director at Large:

- Provide a conduit between members (municipal councils and regional district boards) and the NCLGA Board by reporting out to members and bringing the concerns and perspectives of members to the Board table.
- With the approval of the President, may be asked to speak on behalf of the Association to the members, media, public, or other levels of government.

## NOMINATION FORM

### NOMINATION & CONSENT FORMS FOR 2022/2023 NCLGA DIRECTOR AT LARGE POSITION

We are qualified under the NCLGA Bylaws to nominate<sup>1</sup> a candidate and we nominate:

**NOMINEE:**

Name: \_\_\_\_\_

Elected Position (Mayor/Chief/Councillor/Director): \_\_\_\_\_

Municipality/RD/First Nation: \_\_\_\_\_

Nominated for: DIRECTOR AT LARGE

**NOMINATED BY:**

| 1 <sup>st</sup> Nominator | 2 <sup>nd</sup> Nominator |
|---------------------------|---------------------------|
| Name:                     | Name:                     |
| Elected Position:         | Elected Position:         |
| Mun/RD/RM/First Nation:   | Mun/RD/RM/First Nation:   |
| Signature:                | Signature:                |
| Date:                     | Date:                     |

**CANDIDATE (NOMINEE):**

I consent to this nomination and attest that I am qualified to be a candidate<sup>2</sup> for the office I have been nominated to pursuant to the NCLGA Bylaws. I will also forward to the NCLGA the following documentation:

- Nomination and Consent Form (completed and signed)
- Portrait photograph (resolution: 300 ppi; size: 600x400 px; JPEG format)
- Biographical information: The maximum length shall be 300 words. If the length exceeds this limit, it shall be returned once for editing. If it still exceeds 300 words, NCLGA will edit it as required.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Submit the photo, biographical information, and completed Nomination and Consent Form to the NCLGA at [admin@nclga.ca](mailto:admin@nclga.ca).

**Submission Deadline: December 16, 2022 at 4:00 p.m. PST**

1. Nominations need to be received from two elected officials of members of the NCLGA.
2. Candidates must be an elected official from an NCLGA local government member.