

<b>Original Description</b>	<b>Proposed New Description</b>
10.06.3 Annual General Meeting (AGM) - a) An annual general meeting shall be held each year in the month of March or April on a Saturday, but if a <i>Society</i> sanctioned taekwondo tournament is held on such a Saturday the meeting may be held on the following day, a Sunday.	10.06.3 Annual General Meeting (AGM) - a) An annual general meeting shall be held each year in the month of March, <del>or</del> April, <i>or May</i> on a Saturday, but if a <i>Society</i> sanctioned taekwondo tournament is held on such a Saturday the meeting may be held on the following day, a Sunday.

Original List of Directors	Proposed Changes to List	Proposed New List of Directors
Chair	[no change]	Chair
1 <sup>st</sup> Vice Chair	<del>1st Vice Chair</del>	<i>Vice Chair</i>
2 <sup>nd</sup> Vice Chair	<del>2nd Vice Chair</del>	<i>Director at Large</i>
Secretary-General	[no change]	Secretary-General
Treasurer	[no change]	Treasurer
Athlete Director	<del>Athlete Director</del>	<i>Kyorugi High Performance Director</i>
Coaching Director	<del>Coaching Director</del>	<i>Poomsae High Performance Director</i>
Medical Director	[no change]	Medical Director
Membership Director	<del>Membership Director</del>	<i>Public Relations Director</i>
Referee Director	[no change]	Referee Director
Technical Director	<del>Technical Director</del>	<i>Director at Large</i>
Tournament Director	<del>Tournament Director</del>	<i>Event Director</i>

Original Description of Duties	Revised Description of Duties
<p>a. The Chair shall:</p> <p>i. Preside at all General meetings of the <i>Society, Executive Committee</i> and <i>Board of Directors</i> meetings whenever possible,</p> <p>ii. Seek the advice and assistance of the other <i>Officers</i> at any time on any business relative to the <i>Society</i>,</p> <p>iii. Be an <i>Ex-officio</i> member of all committees, except the nominating committee,</p> <p>iv. Convene emergency meetings whenever there shall appear to him good reason therefore,</p> <p>v. See that his successor in office is properly installed,</p> <p>vi. Perform all other duties pertaining to the office of Chair.</p> <p>vii. When possible, the Chair shall represent the <i>Society</i> at functions that are deemed to be important to the <i>Society</i> and/or require provincial representation, and at all local, provincial, regional, national, international, world or Olympic championships. If the Chair is not able to attend, the 1st</p>	<p>The Chair shall:</p> <ul style="list-style-type: none"> <li>• Preside at all General meetings of the Society, Executive Committee and Board of Directors meetings whenever possible</li> <li>• Seek the advice and assistance of the other Officers at any time on any business relative to the Society</li> <li>• Be an Ex-officio member of all committees, except the nominating committee</li> <li>• Convene emergency meetings whenever <del>there shall appear to him good reason therefore</del> <i>necessary</i></li> <li>• See that his/<i>her</i> successor in office is properly installed</li> <li>• Perform all other duties pertaining to the office of Chair</li> <li>• When possible, the Chair shall represent the Society at functions that are deemed to be important to the</li> </ul>

<p>Vice Chair shall serve in that capacity, and failing the 1<sup>st</sup> Vice-Chair then the 2<sup>nd</sup> Vice-Chair, and failing them all then as designated by the <i>Board</i>.</p> <p>viii. The Chair has only one vote and does not have “veto” power.</p>	<p>Society and/or require provincial representation, and at all local, provincial, regional, national, international, world or Olympic championships. <del>If the Chair is not able to attend, the 1<sup>st</sup> Vice Chair shall serve in that capacity and failing the 1<sup>st</sup> Vice-Chair then the 2<sup>nd</sup> Vice-Chair, and failing them all then as designated by the <i>Board</i>.</del></p> <ul style="list-style-type: none"> <li>• The Chair has only one vote and does not have “veto” power.</li> </ul>
<p>b. The 1st Vice Chair shall:</p> <p>i. Assist the Chair in the discharge of his duties,</p> <p>ii. Act in the place of the Chair if the Chair is unable to continue his duties as provided in the <i>bylaws</i>,</p> <p>iii. In the absence of the Chair, or at the request of the Chair, preside at general meetings, <i>Executive Committee</i> meetings and <i>Board of Director</i> meetings.</p> <p>iv. Assume the temporary role of Chair, in the absence of the Chair, to represent the <i>Society</i> at functions that are deemed to be important to the <i>Society</i> and/or require provincial representation.</p> <p>v. Immediately assume the position of Chair for the duration of the Chair’s term if the Chair is unable for any reason to carry on his duties and responsibilities.</p> <p>vi. Ensure meetings and proceedings of the <i>Society</i>, conform to protocol, to these bylaws, and to the various <i>rules</i> and <i>regulations</i> subsequently proclaimed and enacted.</p> <p>vii. Perform such other duties as directed or may be assigned to him by the Chair or <i>Board of Directors</i>.</p>	<p>The 1<sup>st</sup> Vice Chair shall:</p> <ul style="list-style-type: none"> <li>• Assist the Chair in the discharge of his duties</li> <li>• Act in the place of the Chair if the Chair is unable to continue his duties as provided in the bylaws</li> <li>• In the absence of the Chair, or at the request of the Chair, preside at general meetings, Executive Committee meetings and Board of Director meetings</li> <li>• Assume the temporary role of Chair, in the absence of the Chair, to represent the Society at functions that are deemed to be important to the Society and/or require provincial representation</li> <li>• Immediately assume the position of Chair for the duration of the Chair’s term if the Chair is unable for any reason to carry on his/<b>her</b> duties and responsibilities</li> <li>• Ensure meetings and proceedings of the Society, conform to protocol, to these bylaws, and to the various rules and regulations subsequently proclaimed and enacted</li> <li>• Perform such other duties as directed or may be assigned to <del>him</del> by the Chair or Board of Directors</li> </ul>
<p>c. The 2nd Vice Chair shall;</p>	<p><del>c. The 2nd Vice Chair</del> <b>A Director at Large</b> shall:</p>

<p>i. Assist the Chair and the 1st Vice Chair in the discharge of their duties,</p> <p>ii. Act in the place of the Chair if the Chair and the 1st Vice Chair are unable to continue their duties as provided in the <i>bylaws</i>,</p> <p>iii. In the absence of the Chair, and the 1st vice Chair, or at the request of either, preside at General, <i>Executive Committee</i> and <i>Board of Directors</i> meetings.</p> <p>iv. Immediately assume the position of the 1st Vice-Chair for the duration of the 1<sup>st</sup> Vice-Chair's term in office if the 1st Vice-Chair is unable to carry on his duties and responsibilities by virtue of his taking over the executive position of Chair, resignation, illness or death.</p> <p>v. Perform such other duties as directed or may be assigned to him by the Chair or <i>Board of Directors</i>.</p>	<p><del>i. Assist the Chair and the 1st Vice Chair in the discharge of their duties;</del></p> <p><del>ii. Act in the place of the Chair if the Chair and the 1st Vice Chair are unable to continue their duties as provided in the <i>bylaws</i>;</del></p> <p><del>iii. In the absence of the Chair, and the 1st vice Chair, or at the request of either, preside at General, <i>Executive Committee</i> and <i>Board of Directors</i> meetings.</del></p> <p><del>iv. Immediately assume the position of the 1st Vice-Chair for the duration of the 1st Vice-Chair's term in office if the 1st Vice-Chair is unable to carry on his duties and responsibilities by virtue of his taking over the executive position of Chair, his</del></p> <p>Page 1 of 4 Bylaws Alberta Taekwondo Association Bylaws resignation, illness or death.</p> <p>v. Perform such other duties as directed or may be assigned to him by the Chair or <i>Board of Directors</i>.</p> <ul style="list-style-type: none"> <li>• <i>Propose activities or projects which would benefit members of the Alberta Taekwondo Association</i></li> <li>• <i>Strive to learn about the society's Officer positions and assist other Officers as necessary</i></li> <li>• <i>Perform such duties as directed or may be assigned by the Chair or Board of Directors</i></li> </ul>
<p>d. The Secretary-General shall:</p> <p>i. Attend General meetings, <i>Executive Committee</i> and <i>Board of Directors</i> meetings, whenever possible and keep accurate minutes of same,</p>	<p>The Secretary-General shall:</p> <ul style="list-style-type: none"> <li>• Attend General meetings, Executive Committee and Board of Directors meetings, whenever possible and keep accurate minutes of same</li> </ul>

- ii. Be in possession of a current copy of the *bylaws*, Special and Standing *Rules* at all meetings,
- iii. Be in possession of a current roster of members,
- iv. Be responsible for replying to correspondence under the direction of the *Board*, *Executive Committee* or the Chair as the case may be in accordance with the authority of each to act,
- v. Prepare an agenda before every meeting and make the same available to all members who attend,
- vi. Maintain possession and upkeep of the *Society Minute Book*.
- vii. File an Annual Report each year in the same month in which the certificate of incorporation of the Society was issued, as required by the *Act*.
- viii. File a notice in the form required, within 30 days from the date that there is a change in the membership of the *Officers* or *Directors* of the *Society*, as required by the *Act*, with the Registrar as defined by the *Act*.
- ix. Keep a file containing all committee reports,
- x. Keep attendance at meetings,
- xi. Read or distribute minutes of the last general meeting to all in attendance at the next general meeting,
- xii. Distribute ballots (if applicable) and count votes,
- xiii. Make information and applications available to prospective members, in conjunction with the Membership *Director*
- xiv. Provide each of the *Directors* of the *Society* with draft copies of the minutes of any meeting within ten (10) days of the said meeting.
- xv. Perform such other duties as directed or may be assigned to him by the Chair or *Board of Directors*.

- Be in possession of a current copy of the bylaws Special and Standing Rules at all meetings
- Be in possession of a current roster of members
- Be responsible for replying to correspondence under the direction of the Board, Executive Committee or the Chair as the case may be in accordance with the authority of each to act
- Prepare an agenda before every meeting and make the same available to all members who attend
- Maintain possession and upkeep of the Society Minute Book
- *In cooperation with the Program Coordinator*, file an Annual Report each year in the same month in which the certificate of incorporation of the Society was issued, as required by the Act
- *In cooperation with the Program Coordinator*, file a notice in the form required, within 30 days from the date that there is a change in the membership of the Officers or Directors of the Society, as required by the Act, with the Registrar as defined by the Act
- Keep a file containing all committee reports
- Keep attendance at meetings, Read or distribute minutes of the last general meeting to all in attendance at the next general meeting
- Distribute ballots (if applicable) and count votes
- Make information and applications available to prospective members, in conjunction with the Public Relations Director
- Perform such other duties as directed or may be assigned to him by the Chair or Board of Directors

<p>e. The Treasurer shall;</p> <p>i. Collect dues, fees and other monies,</p> <p>ii. Deposit funds as the <i>Board of Directors</i> directs,</p> <p>iii. Make disbursements only upon approval of <i>Board</i> and the <i>Executive Committee</i>, as the case may be;</p> <p>iv. Properly account for the funds of the <i>Society</i> and keep such books as required,</p> <p>v. Present a report of the financial affairs when requested by the Chair or the <i>Board of Directors</i>,</p> <p>vi. Arrange for audit of the books and records at the close of each fiscal year,</p> <p>vii. Make financial records available for audit upon request of the Chair or <i>Board of Directors</i>,</p> <p>viii. Provide to the annual general meeting a financial statement setting out the <i>society's</i> income, disbursements, assets and liabilities, audited and signed by the <i>Society's Auditor</i>.</p> <p>ix. Perform such other duties as directed or may be assigned to him by the Chair or <i>Board of Directors</i>.</p>	<p>The Treasurer Shall:</p> <p><del>i. Collect dues, fees and other monies,</del></p> <p><del>ii. Deposit funds as the <i>Board of Directors</i> directs,</del></p> <p><del>iii. Make disbursements only upon approval of <i>Board</i> and the <i>Executive Committee</i>, as the case may be;</del></p> <ul style="list-style-type: none"> <li>• Properly account for the funds of the Society and keep such books as required</li> <li>• Present a report of the financial affairs when requested by the Chair or the Board of Directors</li> <li>• Arrange for audit of the books and records at the close of each fiscal year</li> <li>• Make financial records available for audit upon request of the Chair or Board of Directors</li> <li>• Provide to the annual general meeting a financial statement setting out the Society's income, disbursements, assets and liabilities, audited and signed by the Society's Auditor</li> <li>• Perform such other duties as directed or may be assigned to him by the Chair or Board of Directors</li> </ul>
<p>k. Athlete <i>Director</i> shall;</p> <p>i. Perform such duties as directed or may be assigned to him by the Chair or <i>Board of Directors</i>.</p>	<p>k. Athlete <i>The Poomsae High Performance</i> Director shall:</p> <ul style="list-style-type: none"> <li>• <i>Nominate at least three (3) qualified candidates (can include himself/herself), for the position of "Provincial Team Coach", one of whom shall be elected to the position by the Board of Directors</i></li> <li>• <i>Maintain a system of ranking for poomsae athletes</i></li> <li>• <i>Seek training and competition opportunities for poomsae athletes</i></li> <li>• Perform such duties as directed or may be assigned to him by the Chair or Board of Directors</li> </ul>
<p>j. Coaching <i>Director</i> shall;</p>	<p>j. Coaching <i>The Kyorugi High Performance</i> Director shall:</p>

<p>i. Nominate at least three (3) qualified candidates (<i>can include himself</i>), for the position of "Provincial Team Coach", one of whom shall be elected to the position by the <i>Board of Directors</i>.</p> <p>ii. Perform such other duties as directed or may be assigned to him by the Chair or <i>Board of Directors</i>.</p>	<ul style="list-style-type: none"> <li>• Nominate at least three (3) qualified candidates (can include himself/<i>herself</i>), for the position of "Provincial Team Coach", one of whom shall be elected to the position by the Board of Directors</li> <li>• <i>Maintain a system of ranking for kyorugi athletes</i></li> <li>• <i>Seek training and competition opportunities for kyorugi athletes</i></li> <li>• Perform such other duties as directed or may be assigned to him by the Chair or Board of Directors</li> </ul>
<p>l. Medical <i>Director</i> shall;</p> <p>i. Maintain and supervise operation of the "concussion management directives" as specified by the <i>Society</i>.</p> <p>ii. Regulate, in conjunction with the Referee <i>Director</i>, any athletes that fall under those "concussion management directives".</p> <p>iii. Perform such other duties as directed or may be assigned to him by the Chair or <i>Board of Directors</i>.</p>	<p><i>The</i> Medical Director shall:</p> <ul style="list-style-type: none"> <li>• Maintain and supervise operation of the "concussion management directives" as specified by the <i>Society</i>.</li> <li>• Regulate, in conjunction with the Referee <i>Director</i>, any athletes that fall under those "concussion management directives".</li> <li>• Perform such other duties as directed or may be assigned to him by the Chair or <i>Board of Directors</i>.</li> </ul>
<p>h. Membership <i>Director</i> shall;</p> <p>i. Maintain and regularly update a comprehensive list of all members and ensure the Secretary-General is constantly updated with respect to same.</p> <p>ii. Make information and applications available to prospective members and communicate the requirements of the two levels of membership in the <i>Society</i>,</p> <p>iii. Ensure that thirty (30) days prior to the end of the fiscal year;</p> <p>(1) Remind all members of when dues are payable</p> <p>(2) Request that all membership information be verified and updated.</p> <p>iv. Assist the Secretary-General in all matters of membership,</p>	<p>h. Membership <i>The Public Relations</i> Director shall:</p> <p><del>i. Maintain and regularly update a comprehensive list of all members and ensure the Secretary-General is constantly updated with respect to same;</del></p> <p><del>ii. Make information and applications available to prospective members and communicate the requirements of the two levels of membership in the Society;</del></p> <p><del>iii. Ensure that thirty (30) days prior to the end of the fiscal year;</del></p> <p><del>(1) Remind all members of when dues are payable</del></p> <p><del>(2) Request that all membership information be verified and updated.</del></p>

<p>v. Actively solicit prospective members of the <i>Society</i>, vi. Perform such other duties as directed or may be assigned to him by the Chair or <i>Board of Directors</i>.</p>	<ul style="list-style-type: none"> <li>• Assist the Secretary-General in all matters of membership</li> <li>• Actively solicit prospective members of the Society</li> <li>• <i>Plan, design, and maintain the ATA's social media presence</i></li> <li>• <i>Coordinate with the Program Coordinator to communicate with members</i></li> <li>• <i>Coordinate with the Program Coordinator to maintain an updated ATA website</i></li> <li>• <i>Coordinate with the event director to promote ATA activities on social media platforms</i></li> <li>• <i>Coordinate with organizers and attendees of ATA events to obtain photos and videos</i></li> <li>• Perform such other duties as directed or may be assigned to him by the Chair or Board of Directors</li> </ul>
<p>f. Referee <i>Director</i> shall; i. Be responsible for developing and maintaining a pool of officials and referees sufficient to cover all <i>Society</i> sanctioned championships. ii. Attend, whenever possible, <i>Society</i> sanctioned championships to ensure same are properly run, organized and officiated, and to verify participant count where remittances are required to be made to the <i>Society</i>. iii. Ensure that the <i>rules</i> by which championships are officiated conform to current <i>W.T.F.</i> standards. iv. Regulate, in conjunction with the Medical <i>Director</i>, any athletes that fall under “concussion management directives” as specified by the <i>Society</i>. v. Perform such other duties as directed or may be assigned to him by the Chair or <i>Board of Directors</i>.</p>	<p>The Referee Director shall:</p> <ul style="list-style-type: none"> <li>• <del>Be responsible for developing and maintaining</del> <i>Develop and maintain</i> a pool of officials and referees sufficient to cover all <i>Society</i> sanctioned championships.</li> <li>• Attend, whenever possible, <i>Society</i> sanctioned championships to ensure same are properly run, organized and officiated, <del>and to verify participant count where remittances are required to be made to the Society.</del></li> <li>• Ensure that the <i>rules</i> by which championships are officiated conform to current <del>W.T.F.</del> <i>WT (World Taekwondo)</i> standards</li> <li>• <i>Seek to keep the Society and all Instructors/Coaches/Athletes current with respect to competition rules and interpretations</i></li> </ul>

	<ul style="list-style-type: none"> <li>• Set up training seminars to make his or her knowledge and the knowledge of other experts available to members and <i>Instructors/Coaches/Athletes</i></li> <li>• Regulate, in conjunction with the Medical Director, any athletes that fall under “concussion management directives” as specified by the Society</li> <li>• Perform such other duties as directed or may be assigned to him by the Chair or Board of Directors</li> </ul>
<p>g. Technical <i>Director</i> shall;</p> <p>i. Use his technical expertise about the <i>Art and Sport of Taekwondo</i> to raise the performance standard of all <i>Society</i> competitive athletes and martial artists.</p> <p>ii. Seek to keep the <i>Society</i> and all <i>Instructors</i> current with respect to the technical development of Patterns, Sparring, and Self Defence.</p> <p>iii. Set up training seminars to make his or her knowledge and the knowledge of other experts available to members and <i>Instructors</i>,</p> <p>iv. Perform such other duties as directed or may be assigned to him by the Chair or <i>Board of Directors</i>.</p>	<p><del>g. Technical Director</del> <i>A Director at Large</i> shall:</p> <p><del>i. Use his technical expertise about the Art and Sport of Taekwondo to raise the performance standard of all Society competitive athletes and martial artists:</del></p> <p><del>ii. Seek to keep the Society and all Instructors current with respect to the technical development of Patterns, Sparring, and Self Defence:</del></p> <p><del>iii. Set up training seminars to make his or her knowledge and the knowledge of other experts available to members and Instructors;</del></p> <p><del>iv. Perform such other duties as directed or may be assigned to him by the Chair or Board of Directors:</del></p> <ul style="list-style-type: none"> <li>• <i>Propose activities or projects which would benefit members of the Alberta Taekwondo Association</i></li> <li>• <i>Strive to learn about the society’s Officer positions and assist other Officers as necessary</i></li> <li>• <i>Perform such duties as directed or may be assigned by the Chair or Board of Directors</i></li> </ul>
<p>i. Tournament <i>Director</i> shall;</p>	<p>Tournament <i>The Event</i> Director shall:</p>

- i. Establish and maintain “host tournament packages” which clearly set out the criteria for hosting a championship, and ensure the Tournament *policies* are followed.
- ii. Perform such other duties as directed or may be assigned to him by the Chair or *Board of Directors*.

- Establish and maintain “host tournament packages” which clearly set out the criteria for hosting a championship and ensure the tournament policies are followed
- Coordinate with the referee director and the equipment manager to verify availability for proposed tournament dates
- Coordinate with hosts of potential training dates, seminars, and other events promoted by the ATA
- In collaboration with the Program Coordinator establish and maintain an event calendar which includes dates of all training dates, seminars, tournaments, and other events promoted by the ATA
- Provide information to the ATA and its members regarding relevant non-ATA training dates, seminars, tournaments, and other events
- Coordinate with the public relations director to ensure training dates, seminars, tournaments and other events are sufficiently promoted to the ATA membership
- Attend, whenever possible, ATA sanctioned tournaments, to assist event hosts as necessary
- Perform such other duties as directed or may be assigned to him by the Chair or Board of Directors

Original Description	Proposed New Description
<p>16.03 Nominations of <i>Directors</i></p> <p>16.03.1 Any <i>Voting Member</i> may be nominated as a <i>Director</i> provided that the person consents to the nomination and the person:</p> <p>a) is eligible to be elected as <i>Director</i> in the year of the election consistent with s.6.02, which limits which <i>Black Belt Voting Members</i> may be elected;</p> <p>b) is eligible to act as a <i>Director</i> of the <i>Society</i> under these <i>bylaws</i>; and</p> <p>c) has either been nominated:</p> <p>i) by submission of nomination to the Nominating Committee within 15 days of the Nominating Committee’s call for nominations or 45 days before the date set for the election, whichever is later; or</p> <p>ii) from the floor of the annual general meeting.</p> <p>16.03.2 The Nominating Committee shall consider potential candidates for election and recommend persons who best meet the requirements for personal attributes, competencies, and a mix thereof on the <i>Board</i>, as well geographic representation. The committee shall consider skills and knowledge at the provincial, national and international level of the <i>Art and Sport of Taekwondo</i>, and the attributes and competencies as may be set out in rule, <i>regulations, policies</i> and <i>procedures</i>.</p> <p>16.03.3 The Nominating Committee shall:</p> <p>a) determine at least 60 days before the date set for the election, whether <i>Directors</i> currently serving on the <i>Board</i> but whose terms are expiring wish to be re-elected and whether the person also seeks re-</p>	<p>16.03 Nominations of <i>Directors</i></p> <p>16.03.1 Any <i>Voting Member</i> may be nominated as a <i>Director</i> provided that the person consents to the nomination and the person:</p> <p>a) is eligible to be elected as <i>Director</i> in the year of the election consistent with s.6.02, which limits which <i>Black Belt Voting Members</i> may be elected;</p> <p>b) is eligible to act as a <i>Director</i> of the <i>Society</i> under these <i>bylaws</i>; and</p> <p>c) has either been nominated:</p> <p>i) by submission of nomination to the Nominating Committee within 15 days of the Nominating Committee’s call for nominations or 45 days before the date set for the election, whichever is later; or</p> <p>ii) from the floor of the annual general meeting</p> <p><i>if there are fewer candidates nominated in advance than the number required to fill the vacant positions available for election.</i></p> <p>16.03.2 The Nominating Committee shall consider potential candidates for election and recommend persons who best meet the requirements for personal attributes, competencies, and a mix thereof on the <i>Board</i>, as well geographic representation. The committee shall consider skills and knowledge at the provincial, national and international level of the <i>Art and Sport of Taekwondo</i>, and the attributes and competencies as may be set out in rule, <i>regulations, policies</i> and <i>procedures</i>.</p> <p>16.03.3 The Nominating Committee shall:</p>

election; b) give notice, or ensure notice is given, to all *Voting Members* at least 60 days before the date set for the election, such notice to solicit applications from qualified individuals to be nominated as *Directors* and those who may seek to be *Officers*, and give notice of the time limitations for submission of nominations consistent with s.16.03.1;

c) ensure that there are sufficient qualified candidates to fill the minimum number of positions for election; and

d) seek from any possible nominee:

i) a brief biographical sketch and summary of qualifications; and

ii) *written* consent to be nominated, unless currently serving on the *Board*.

16.03.4 The Nominating Committee shall present a report to the *Board*, no later than 45 days prior to the election meeting, containing a list of all qualified candidates, including all qualified candidates nominated by any *Voting Member*.

16.03.5 A list of all nominations shall be posted on the *Society's* website, or circulated in *writing* or by email to all *Voting Members*, at least 30 days prior to the date set for the election.

a) determine at least 60 days before the date set for the election, whether *Directors* currently serving on the *Board* but whose terms are expiring wish to be re-elected

and whether the person also seeks re-election; b)

give notice, or ensure notice is given, to all *Voting Members* at least 60 days before the date set for the election, such notice to solicit applications from qualified individuals to be nominated as *Directors*

and those who may seek to be *Officers*, and give notice of the time limitations for submission of nominations consistent with s.16.03.1;

c) ensure that there are sufficient qualified candidates to fill the minimum number of positions for election; and

d) seek from any possible nominee:

i) a brief biographical sketch and summary of qualifications; and

ii) *written* consent to be nominated, unless currently serving on the *Board*.

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