



**CANADIAN UROLOGICAL ASSOCIATION**

**2020 POLICY BOOK**

(3<sup>rd</sup> Edition)

**Relating to internal affairs of the  
CANADIAN UROLOGICAL ASSOCIATION  
not otherwise included in CUA BY-LAW NO. 3**

Pending confirmation by the Members  
at the next Annual General Meeting

# TABLE OF CONTENTS

(Format cross-referenced to CUA BY-LAWS NO. 3)

## RELATED TO SECTION 3 DIRECTORS

|   |    |
|---|----|
| <b>CUA BOARD OF DIRECTORS'/COMMITTEE CHAIRS' PRIMER</b> ..... | 4  |
| <b>RELATED TO SECTION 3.5 ELECTION AND TERM</b> .....         | 7  |
| <b>RELATED TO SECTION 3.12 OTHER COMMITTEES</b> .....         | 7  |
| <b>STANDING COMMITTEES</b> .....                              | 7  |
| I. By-laws Committee.....                                     | 7  |
| II. Nominating Committee.....                                 | 8  |
| III. Finance Committee.....                                   | 9  |
| IV. Health Policy Committee (HPC).....                        | 9  |
| V. Post-graduate Training Committee (PGTC).....               | 10 |
| VI. History Committee (the Historian).....                    | 11 |
| VII. Awards Committee.....                                    | 11 |
| <b>CUA AWARDS</b> .....                                       | 11 |
| VIII. Scientific Program (Sci Pro) Committee.....             | 12 |
| IX. Local Organizing Committee (LOC).....                     | 13 |
| X. Guidelines Committee.....                                  | 14 |
| XI. Continuing Professional Development (CPD) Committee.....  | 15 |
| XII. Endorsement Committee.....                               | 15 |
| XIII. Patient Information Committee (PIC).....                | 16 |
| XIV. Annual Meeting Planning Committee (AMPC).....            | 16 |
| XV. Community Urology Committee (CommUC).....                 | 17 |
| XVI. Canadian Undergraduate Urology Committee (CanUUC).....   | 18 |
| XVII. Resident and Fellow Committee.....                      | 18 |

## RELATED TO SECTION 5 OFFICERS

|  |    |
|--|----|
| <b>RELATED TO SECTION 5.2 DESCRIPTION OF OFFICES</b> ..... | 19 |
| <b>ADDITIONAL DUTIES OF OFFICERS</b> .....                 | 19 |
| I. President.....  | 19 |
| <b>PRESIDENT INTERNATIONAL TRAVEL POLICY</b> .....         | 19 |
| II. President-Elect.....                                   | 19 |
| III. Immediate Past-President.....                         | 19 |
| IV. Vice-President.....                                    | 19 |
| V. Vice-President Education.....                           | 21 |
| VI. Vice-President Communications.....                     | 21 |
| VII. Secretary.....  | 21 |
| VIII. Treasurer.....                                       | 23 |

PROTOCOL FOR INSTALLATION OF EACH PRESIDENT .....23

OFFICERS-ELECT (NON-DIRECTORS) .....23

    I. Vice-President Education-Elect .....24

    II. Vice-President Communications-Elect .....24

    III. Secretary-Elect .....24

    IV. Treasurer-Elect .....24

**RELATED TO SECTION 7 MEMBERS**

**RELATED TO SECTION 7.1 CONDITIONS OF MEMBERSHIP** .....25

APPLICATION FOR MEMBERSHIP .....25

**RELATED TO 7.2 CLASSES OF MEMBERS**

APPROVAL OF SENIOR MEMBERSHIP .....25

**RELATED TO 7.6 MEMBERSHIP DUES**

DUES IN ARREARS .....26

**RELATED TO OTHER**

AFFILIATES .....26

PROCEDURES .....26

POLICY ENVIRONMENT .....26

APPENDIX A.....27

**TERMS OF REFERENCE OF NOMINATING COMMITTEE**

**RELATED TO 10.0 EFFECTIVE DATE**

EFFECTIVE DATE.....28

---

## CUA BOARD OF DIRECTORS' AND COMMITTEE CHAIRS' PRIMER: ROLES AND RESPONSIBILITIES AT BOARD MEETINGS

---

### Preamble

Congratulations on your leadership appointment to the Canadian Urological Association. Without the hard work, devotion and commitment of past and current members, the CUA would have been unable to evolve into the dynamic and thought-leading organization it is today, representing *The Voice of Urology in Canada*.

In order to smooth your transition into your role as a board member or committee chair the following general information is provided regarding role responsibilities and expectations related to board activities. Additional information regarding your specific committee or officer duties can be found in the relevant section within this CUA Policy Book.

### Board of Directors

#### Composition

The board of directors of the CUA consists of 14 voting members:

1. Nine (9) officers which include: the President, Immediate Past-President, President- Elect, Vice-President, Vice-President (Communications), Vice-President (Education), Treasurer, Secretary and the Chair of the Community Urology Committee (collectively known as the Executive Committee)
2. Five (5) Directors which include: Members-at-Large (MALS) representing 5 geographic regions

In addition, committee chairs are invited to attend board meetings and summarize their groups' activities including:

1. Editor-in-Chief of the CUAJ
2. Guidelines
3. Patient Information
4. Health Policy
5. Community Urologists
6. Postgraduate Training
7. History
8. Scientific Program Committee
9. Canadian Undergraduate Urology Curriculum Committee (CANUUC)
10. Continuing Professional Development
11. Local Organizing Committee
12. Resident and Fellow Committee

Of note, chairs of the above listed committees (with the exception of the Community Urology Committee) attend board meetings in a non-voting capacity. Only voting members (executive and MALS) can propose or second a motion.

### Board Meeting Frequency

Each year, 2 in-person meetings of the board are held; a winter board meeting (WB) usually held in Montreal in late January or early February, and a summer board meeting (SB) held at the CUA annual meeting venue. The WB is typically an all-day Saturday meeting. The SB meeting usually begins two days before the annual meeting from noon until 5:00 pm and the following day from 9:00 until 3:00 pm.

## Managing Conflicts of Interest (COIs)

Prior to each board meeting all officers, MALS and committee chairs are required to update their conflicts of interests (COI). To aid in this process the following information is provided:

Defining Conflicts of Interest (COIs):

COIs refer to relationships with individuals, organizations or corporations that may result in a real or perceived influence on one's judgment or decisions. COIs maybe financial or intellectual in nature, and may lead to circumstances where the relationship in question may compete or conflict with the board member's duties on behalf of the CUA.

The CUA recognizes that board members may be involved with other individuals, organizations or entities in relationships that could be perceived as in potential conflict with their CUA role. In order to assist board members in handling potential conflicts the following information is provided.

Members must avoid placing themselves in a situation where their personal interest is in conflict with their obligations as members of the board. Members must declare to the CUA any interest he has in an enterprise, association or company that may place him in a situation of conflict of interest an of any right he may set up against it, indicating their nature and value where applicable. The declaration of interest is recorded in the minutes of the proceeding of the board of directors.

Examples of COIs:

1. **Commercial interests** (ownership, investments, paid salary or consulting fees, in-kind contributions or royalties from pharmaceutical companies or device manufacturers in Urology)
2. **Intellectual interests** (board membership, editorial position or holding an office with another healthcare organization)

Managing COIs:

Disclosure is the key strategy in avoiding negative outcomes related to real or perceived COIs. The requirement of board members to document all disclosures of interest is mandated by the CUA's by-laws. It is the duty of all CUA board members to update their COI declarations on-line twice yearly; in December in preparation for the Winter Board and in May prior to the Summer Board meeting. As well, should a subject arise in a board meeting where a real or perceived COI may occur, it is up to the board member to verbally announce his/her conflict and recuse himself/herself should a formal vote be required. When in doubt about a potential conflict, it is better to make the disclosure. When questions arise, around a potential COI, the CUA Secretary may also be contacted to assist in the decision-making.

Board members' attention in addressing potential COIs will ensure the CUA is viewed as an organization that is transparent, proactive in its approach and in compliance with legal and regulatory standards.

## Reimbursement

All board members serve without remuneration with the exception of reimbursement of travel related expenses as described below.

Travel expenses and accommodation to the WB and SB are covered by the CUA. It is expected that board members attending the annual meeting are also present for the SB meeting in order to have expenses reimbursed.

## **Board Meeting Expectations and Code of Conduct**

- All officers, MALS and committee chairs are expected to attend board meetings.
- If you are a committee chair, you will be expected to provide written reports to both the WB and SB meetings, which should be submitted well in advance of each meeting to the secretary. The due date for receipt of reports will be announced to allow an appropriate length of time to prepare the report.
- Unless otherwise informed, you will also be expected to attend both board meetings in person or via teleconference to present your reports.
- Every effort should be made to be on time for meetings.
- If you will need to leave before the conclusion of any board meeting, please inform the secretary of your departure time.
- Board meetings are a forum to discuss the business of the association. All board members are encouraged and expected to participate in discussions, even non-voting members.
- No one however should dominate discussions, and deliberations should be conducted in a respectful manner.
- As per the CUA Bylaws, a board member may be removed from office before the completion of his/her term should there be sufficient grounds to do so. The following infractions would be grounds to consider dismissal:
  - . Absence from 2 consecutive board meetings (in-person or electronic);
  - . Declares bankruptcy;
  - . Imprisonment;
  - . Having being declared incapable by a court in Canada or in another country;
  - . Failure to satisfy the role requirements of the appointed position;
  - . In this situation, dismissal would be considered by the voting members of the board and determined by a majority vote.

## **Reference Material for New Board Members**

Additional materials are available on the CUA Website including the CUA's Strategic Plan, Policy Book and Bylaws documents. The CUA Corporate office staff is also available to answer additional questions.

## RELATED TO SECTION 3 DIRECTORS

### RELATED TO 3.5 ELECTION AND TERM:

The Director elected to serve as the Vice-President will serve a four (4) year term which consists of serving as the Vice-President for the first year, the President-Elect for the second year, the President for the third year, and the Immediate Past-President for the fourth year.

### RELATED TO 3.12 OTHER COMMITTEES:

#### STANDING COMMITTEES

Unless otherwise stipulated, only Senior or Active Members shall be eligible to become voting members of the Standing Committees.

CUA Members of all Standing Committees shall serve without remuneration but may be reimbursed at the sole discretion of the Board for any reasonable expense incurred while performing duties directly related to the business of the Association. Subject to the terms of this By-law, members of all Standing Committees shall hold office for a term of one (1) year or until their successors are elected or named.

The Standing CUA Committees shall be:

- I. the By-laws Committee;
- II. the Nominating Committee;
- III. the Finance Committee;
- IV. the Health Policy Committee (HPC);
- V. the Post-graduate Training Committee (PGTC);
- VI. the History Committee;
- VII. the Awards Committee;
- VIII. the Scientific Program (Sci Pro) Committee;
- IX. the Local Organizing Committee (LOC);
- X. the Guidelines Committee;
- XI. the Continuing Professional Development (CPD) Committee;
- XII. the Endorsement Committee;
- XIII. the Patient Information Committee (PIC);
- XIV. the Annual Meeting Planning Committee (AMPC);
- XV. the Community Urology Committee (CommUC); and
- XVI. the Canadian Undergraduate Urology Curriculum (CanUUC) Committee;
- XVII. the Resident and Fellow Committee.

#### I. By-laws Committee

- a. The By-laws Committee shall consist of the President, the Immediate Past-President, the President-Elect and the Secretary.
- b. The chair shall be the President-Elect of the Association.
- c. The By-laws Committee shall be responsible for regular review of the By-laws and Policy Book and shall deal with matters referred by the Board or the Association.
- d. The chair shall submit a semi-annual report in writing to the Board and shall report to the Members annually at the Annual General Meeting.

## II. Nominating Committee

- a. The Nominating Committee shall consist of seven (7) voting members comprising the Immediate Past-President of the Association, two (2) other past-presidents of the Association, and four (4) Members-at-large. The Past-President of the Association will observe the deliberations as an ex-officio, nonvoting member, in order to facilitate transition into the next years' deliberations.
- b. The chair shall be the Immediate Past-President of the Association. In his/her absence, the current President of the Association will perform this role.
  1. The chair will only vote in the event of a tie.
- c. The two (2) other past-presidents of the Association will be chosen by the chair following the onset of his/her term.
- d. The four (4) Members-at-Large shall:
  - i. Be elected for a two (2) year term, non-renewable, such that there are two (2) elected annually;
  - ii. Be Active or Senior Members;
  - iii. Not be prior Officers of the Association; and
  - iv. Be nominated from the floor at the Annual General Meeting one (1) year prior to the Annual General Meeting at which the Nominating Committee must submit its report. The nominee must either be present at the Annual General Meeting to accept the nomination or have provided written confirmation (that is viewable by the chair immediately at the time of the nomination) of his/her willingness to accept the nomination.
- e. The Nominating Committee shall:
  - i. adhere to Section 3 (DIRECTORS) of the By-laws regarding selection of nominees for Directors and abide by the Terms of Reference described in Appendix A of this Policy Book;
  - ii. nominate the thirteen (13) Directors of the Board, and from them, the eight (8) Officers: Immediate Past-President, President, President-Elect, Vice-President-Education, Vice-President Communications, Secretary and Treasurer;
    - a) The nomination for the Vice-President shall be based primarily on merit, and not on regionalization or other factors;
    - b) The Directors who are not Officers will be referred to as "Members-at-Large";
  - iii. nominate a Vice-President Education-Elect, Vice-President Communications-Elect, Secretary-Elect and Treasurer-Elect when the respective incumbent officers will be commencing their term following the next Annual General Meeting;
  - iv. nominate the chairs of the Association's Standing Committees;
  - v. nominate the chairs of the Administrative and Scientific Councils of the Foundation; and
  - vi. make a call for nominations from the Membership, which includes a deadline of 60 days for the acceptance of nominations for Officer positions.
- f. The Nominating Committee chair shall:
  - i. present the nominations at the next Annual General Meeting; and
    - a) Any voting Member present at the Annual General Meeting is entitled to make alternative nominations;



- ii. Additional nominations for Officer positions will only be accepted if the name(s) had previously been brought forward to the Nominating Committee prior to the previously announced deadline. No further nominations will be considered after this date;
  - b. at the end of his/her term, update and provide the summary list of the nominations proposed by the Committee in previous years to the incoming chair (that is, the incoming Immediate Past-President of the Association).

### III. Finance Committee

- a. The Finance Committee shall consist of the President, the President-Elect, the Vice-President Education, the Vice-President Communications, the Treasurer, and the Secretary of the Association, and the chair of the Administrative Council of the Foundation.
- b. The chair shall be the Treasurer of the Association.
- c. The Finance Committee shall meet semi-annually, prior to each semi-annual Board Meeting.
- d. The chair shall submit a semi-annual report in writing to the Board and shall report to the Members annually at the Annual General Meeting.
- e. The purpose of the Finance Committee shall be:
  - i. to develop short and long term financial plans for the Association for submission to the Board;
  - ii. to review current financial statements;
  - iii. to review portfolio investments and their asset mixes, including the CUASF;
  - iv. do performance evaluation(s) of the investment advisors;
  - v. to maintain an investment policy;
  - vi. develop an operating cash reserve policy to be reviewed on a regular basis;
  - vii. to review and propose annual membership fees;
  - viii. to discuss future projections of the Association; and
  - ix. to propose allocation of any surplus.

As a not-for-profit entity, the CUA complies with the Canadian Revenue Agency. As such, it declares all revenue and expenses of its business activities and cannot hold any type of “trust accounts” on behalf of its Members.

### IV. Health Policy Committee (HPC)

- a. The HPC shall consist of a chair, who shall be elected to a four (4) year term non-renewable
- b. Voting members will include:
  - i. Chair or designate from the Canadian Council of University Urology Chairs (CCUUC);
  - ii. Chair or designate from the Community Urology Committee;
  - iii. Representative from the Provincial Urology Section Group;
  - iv. Secretary of the CUA;
  - v. Five (5) Members-at-Large (MALs) will be -appointed and will serve a 3 year term;
  - vi. The CUA President or designate will serve ex officio;
  - vii. CUA representative to the National Specialty Society.

- c. The HPC shall concern itself with economic issues associated with the practice of urology throughout Canada, in both community and academic settings.

Specific areas of focus may include:

- i. Ongoing tracking of urology work-force needs;
  - ii. Sharing of information related to fee schedules, fee negotiations, alternate funding plans, income caps between the provinces;
  - iii. Ongoing tracking of patient wait-times for urological care;
  - iv. Studying the financial impact of new technology;
  - v. Monitoring resource utilization across the country including operating room time, bed closures, access to diagnostic testing and other specialist referrals.
- d. The HPC shall meet a minimum of twice yearly. A face-to-face meeting at the CUA annual meeting and a winter teleconference will occur. Additional teleconferences maybe called at the discretion of the chair.
  - e. The HPC chair will submit a written report to the CUA Board semi-annually (for both the winter and summer board meetings). The chair may also be called to present to the entire membership at the Annual General Meeting at the request of the Board.

#### V. Post-graduate Training Committee (PGTC)

- a. The PGTC shall have identical membership to the Royal College of Physicians and Surgeons of Canada (RCPSC) Specialty Committee for Urology. It shall consist of the Program Directors of all residency education programs in Urology in Canada, the representatives of the five (5) Regions of the RCPSC, the chair of the Examination Board in Urology of the RCPSC (who is an ex officio member) and a representative community-based practicing urologist.
- b. The chair of the PGTC will be selected according to the process for selection of Specialty Committee chairs of the RCPSC.
- c. The PGTC will meet semi-annually; once at the time of the Annual meeting and at least once by teleconference or face to face, at the call of the chair.
- d. The PGTC will have a nucleus group of representatives of the five (5) Regional Advisory Committees of the Royal College of Physicians and Surgeons of Canada and the community-based member, to be chaired by the chair of the Post-graduate Training Committee.
- e. The PGTC shall study the Canadian standards of education and training most suitable for the development of urologists and shall act for the Association in collaboration with the RCPSC for the establishment of objectives of training, specialty training requirements, standards of accreditation, and examination requirements and other educational issues related to residency and other post-graduate education in Urology in Canada.
- f. The PGT chair shall:
  - i. submit a written report and present to the Board semi-annually; and
  - ii. present to the Membership at the Annual General Meeting upon request of the Board

## VI. History Committee (the Historian)

- a. The History Committee chair shall be elected annually by the Voting Members; and shall be eligible for re-nomination and re-election annually, not exceeding five (5) terms unless such further term or terms of office is approved by a resolution at an Annual Meeting.
- b. The Historian may appoint other voting Members to assist him with his/her duties.
- c. The chair, in consultation with the Board; shall:
  - i. maintain in good order and safe keeping the past records of the Association;
  - ii. retain and periodically exhibit such memorabilia as are the property of the Association;
  - iii. deliver or arrange presentations of an historical nature as may be of interest to the Association upon request;
  - iv. submit a written report and present to the Board semi-annually; and
  - v. present to the Membership at the Annual General Meeting upon request of the Board.

## VII. Awards Committee

- a. The Awards Committee shall consist of the Vice-President, Secretary, President of the Association, and two (2) Members-at-large who will be elected at the Annual General Meeting.
- b. The two (2) Members-at-large shall:
  - i. be elected for a one (1) year term, non-renewable, such that there are two (2) elected annually;
  - ii. be Active or Senior Members; and
  - iii. be nominated from the floor at the Annual General Meeting.
    - a) The nominee must either be present at the Annual General Meeting to accept the nomination or have provided written confirmation (that is viewable by the chair immediately at the time of the nomination) of his/her willingness to accept the nomination.
- c. The chair will be the Vice-President of the Association.
  - i. The chair shall only vote in the event of a tie.
- d. The Awards Committee shall determine the recipient of any award as may be authorized by the Board.
- e. The Awards Committee chair shall report to the Board semi-annually.

## CUA AWARDS

- a. The CUA Lifetime Achievement Award is:
  - i. an award that honours outstanding contributions made to Canadian urology and/or the Association over the course of one's career;
  - ii. conferred at the sole discretion of the Awards Committee;
  - iii. not necessarily presented annually;
  - iv. to be presented to the recipient or their representative, at the President's Banquet; and
  - v. at the discretion of the Awards Committee, the recipient or his/her family may be notified of the award in advance of the President's Banquet.

- b. The CUA Award of Merit is:
  - a. a service award that recognizes an impactful contribution to the CUA;
  - b. not necessarily presented annually, reserving it for exceptional circumstances;
  - c. approved by the Board;
    - i. to be presented to the recipient, or their representative, at the President's Banquet; and
    - ii. at the discretion of the Awards Committee, the recipient or his/her family may be notified of the award in advance of the President's Banquet.
  
- c. Honorary Membership is:
  - i. an honour granted to a physician who:
    - a. is renowned for their contributions to the practice of urology; and
    - b. has a relationship with the CUA such that they would be honoured by its receipt.
  - ii. not necessarily presented annually;
  - iii. approved by the Board;
  - iv. presented during the Scientific Program of the Annual Meeting, usually at the time of the proposed Honorary Member's presentation; and
  - v. at the discretion of the Awards Committee, the recipient or his/her family may be notified of the award prior to the presentation during the Scientific Program of the Annual Meeting.

#### VIII. Scientific Program Committee (Sci Pro Committee)

- a. The Scientific Program Committee shall consist of a chair or two (2) co-chairs, the CPD chair, the CommUC chair, the Sci Pro Committee chair(s) of the next subsequent Annual Meeting, one (1) Sci Pro Committee chair of the most recent Annual Meeting, and voting members appointed by the chair.
- b. Membership of the Scientific Program Committee shall take into consideration regional representation as well as subspecialty expertise, and have at least one community-focused urologist.
- c. The chair(s) shall be appointed by the President-Elect for a term that extends from the date of appointment until one year after the relevant Annual Meeting.
- d. The Scientific Program Committee shall:
  - i. Arrange the scientific program for the Annual Meeting to be held in the year during which such President-Elect is President;
  - ii. Meet at the time of the winter Board meeting; and
  - iii. Determine the recipients of the Prize Manuscript Awards.
    - a) There will be up to two (2) prize manuscript presentations at each scientific meeting; one (1) on a basic science subject and one (1) on a clinical subject related to urology.
    - b) The prize manuscripts will be selected from the submissions for each annual scientific program. Following the selection process, all applicants will be released from any restrictions regarding manuscript presentation or submission.
    - c) The manuscript's abstract must be accepted for presentation at the Annual meeting in order to be eligible.

- d) The clinical prize is open to:
    - 1. any Candidate Member of the Association who is currently in a residency or fellowship program.
  - e) The basic science prize is open to:
    - 1. any Candidate Member of the Association who is currently in a residency or fellowship program; or a student enrolled in a Canadian University who does not qualify for CUA Candidate Membership.
  - f) The applicant, if awarded, must be available to present their research in person during the scientific program.
  - g) The applicant must be the first author of the manuscript.
  - h) The manuscript shall not have been previously submitted for publication or awarded a prize. Authors will be required to submit a letter stating that they have not, and will not, submit the paper for publication, nor have they received any other prize for the manuscript in question, if they wish to be considered for this prize. Following completion of the selection process, all applicants will be released of any restrictions regarding manuscript submission for publication and will be notified of same.
  - i) The prize value will be determined annually in discussion with the Office of Education prior to promotion. An example would be complimentary meeting registration and a one night complimentary stay at one of the conference hotels.
- e. The Scientific Program Committee chair(s) shall:
- i. report to the Board at the winter Board meeting;
  - ii. be a member(s) of the following Standing Committees from the date of appointment until one year after the Annual meeting which they arrange:
    - a) Scientific Program Committee; and
    - b) Annual Meeting Planning Committee (AMPC).
 Of note: when there were two (2) Sci Pro Committee chairs for any given year, only one (1) of them will serve on the Sci Pro Committee and AMPC as the "Sci Pro Committee chair of the most recent Annual Meeting".

#### IX. Local Organizing Committee (LOC)

- a. The LOC shall consist of a chair or two (2) co-chairs appointed by the President-Elect.
- b. As per ADDITIONAL DUTIES OF OFFICERS II.b. there may be years when the LOC is inactive;
- c. The chair(s) shall be appointed by the President-Elect for a term that extends from the date of appointment until one year after the relevant Annual Meeting.
- d. The LOC chair(s) shall:
  - i. advise the Corporate Office regarding arrangements for the Annual Meeting to be held in the year during which the appointing President-Elect is President; .
  - ii. report to the Board at the winter Board meeting held the year of the relevant Annual Meeting; and
  - iii. be a member of the Annual Meeting Planning Committee (term extends from the time of appointment until one year after the relevant Annual Meeting).

- a) Of note: when there are two (2) LOC chairs for any given year, only one (1) of them will serve on the AMPC as the "LOC chair of the most recent Annual Meeting".

#### X. Guidelines Committee

- a. The Guidelines Committee shall consist of a chair and a minimum of 6 (six) to a maximum of 8 (eight) members. The chair will be elected by the voting members of the Association for a 4 year term. Upon completion of that term, the chair will remain in a past-chair capacity for a 1 year period (until **the next** summer board meeting).
- b. Members will be selected by the chair for a 2 (two) year term and selected based on their interest in guideline development, clinical epidemiology and outcomes research. Both community and academic urologists will be considered, and whenever possible geographic and sub-specialty diversity will be sought. The Associate Editor(s) of the CUAJ will participate in an ex officio capacity.
  - b. The chair shall:
    - i. submit a written report and present to the Board semi-annually;
    - ii. present to the Membership at the Annual General Meeting upon request of the Board;
    - iii. in collaboration with the VP Communications, keep and update an "Operations Manual" for the Guidelines Committee;
    - iv. choose one member of the Guidelines Committee to serve as a liaison to each guideline development team;
    - v. ensure the Guidelines page on the CUA website is up to date;
    - vi. Liaise with the CUAJ Managing Editor to update the guideline tracker and develop a yearly plan for guideline publication.
  - c. The Guidelines Committee shall:
    - i. produce comprehensive clinical practice guidelines on current urological practice;
    - ii. produce shorter, more focused best practice reports;
    - iii. review and update previously issued guidelines and best practice reports every 5 years or sooner should relevant new evidence become available;
    - iv. select newly released guidelines or best practice reports for presentation at the CUA Annual Meeting;
    - v. adhere to a process of guideline creation and revision to include:
      - a) Selection of topics of interest to the Membership;
      - b) Review of available evidence-based literature;
      - c) Declaration of authorship – the first author on guidelines and best practice reports should be a CUA Member and a recognized content expert on the topic;
      - d) Alert to potential conflicts of interest of authors;
      - e) Publication and promulgation of the guidelines and best practice reports.
    - vii. Meet in-person at least once annually and by teleconference on a quarterly basis.

## XI. Continuing Professional Development Committee (CPD Committee)

- a. The CPD Committee shall consist of a chair, the CommUC chair, and voting members, in active practice, as selected by the chair.
- b. The chair shall be elected annually by the voting Members of the Association. He/she shall be eligible for re-election annually not exceeding four (4) terms.
- c. The membership of the CPD Committee should represent a broad level of urological expertise. The size of the committee is at the discretion of the chair, based on both the extent of expertise required and the number of requests for accreditation.
- d. The CPD committee chair shall:
  - i. serve as a member of the Sci Pro Committee;
  - ii. submit a written report and present to the Board semi-annually; and
  - iii. present to the Membership at the Annual General Meeting upon request by the Board.
- e. The CPD committee shall:
  - i. provide accreditation with the Royal College of Physicians and Surgeons of Canada Maintenance of Certification Program for group learning activities that are held in Canada;
  - ii. provide liaison with the Office of Professional Development at the Royal College of Physicians and Surgeons of Canada;
  - iii. provide assistance to the Office of Education in carrying out Needs Assessments on behalf of the members; and
  - iv. meet at the time of the Annual Meeting. Additional meetings may be held at the expense of the Association if mandated by the Board.

## XII. Endorsement Committee

- a. The Endorsement Committee shall consist of the President, the Immediate Past-President, the President-Elect, the Vice-President, the Treasurer, the Secretary, the Vice-President Education and the Vice-President Communications.
- b. The chair shall be the Immediate Past-President of the Association.
- c. The Endorsement Committee shall meet by teleconference annually prior to the summer Board meeting. All ongoing endorsements will be reviewed at this meeting, and if approved will be renewed for a period of one (1) year starting July 1.
- d. The Endorsement Committee shall be responsible for use of the Association logo, review new applications from third parties seeking endorsement of educational, research or marketing activities, and provide guidance to the Board and the Association.
- e. The Secretary will keep a log of all Association Endorsements and the coordinates of contact persons for each, and shall make this available to the chair for annual review, or at any other time. Educational activities specifically accredited by the Association through the CPD committee using the Association logo must be included in this log.

- f. Endorsement may start at any time during the year with the approval of the Endorsement Committee by simple majority vote. The chair will notify the party requesting endorsement, in writing, whether endorsement is granted or denied, indicating the term of endorsement and the requirement for annual renewal.
- g. The Secretary will contact the contact persons annually, one (1) month in advance of the Endorsement Committee meeting, to determine whether endorsement renewal is requested.
- h. Endorsement renewal shall be at the sole discretion of the Endorsement Committee.
  - i. The chair shall:
    - a. submit a written report and present to the Board semi-annually.
      - i. The report for the winter Board meeting should include any new endorsements since the last Board meeting;
      - ii. The report for the summer Board meeting should include the log of all current Association endorsements.

### XIII. Patient Information Committee (PIC)

- a. The PIC shall consist of a chair and six (6) members who are voting Members in good standing.
- b. The chair shall be elected annually by the voting Members and shall be eligible for re-election annually not exceeding four (4) terms.
- c. The membership of the PIC shall, to the extent practicable, be representative of the Association membership in terms of geography, academic interests, community interests, specific urologic or research expertise and interest in patient education materials.
- d. The PIC chair shall submit a written report and present to the Board semi-annually
- e. The PIC shall:
  - i. produce educational material on all aspects of urologic practice aimed at the general public and at patients and their families; and
  - ii. meet semi-annually. Additional meetings may be held at the expense of the Association if mandated by the Board.

### XIV. Annual Meeting Planning Committee (AMPC)

- a. The Annual Meeting Planning Committee shall consist of the Vice-President Education, the President-Elect, the Secretary, and the Local Organizing Committee and Scientific Program Committee chairs of the most recent, upcoming and next subsequent Annual Meetings.
  - i. Of note: When there are two (2) Sci Pro Committee chairs for any given year, only one (1) past chair will serve on the AMPC as the "Sci Pro Committee chair of the most recent Annual Meeting". When there are two (2) LOC chairs for any given year, only one (1) past chair will serve on the AMPC as the "LOC chair of the most recent Annual Meeting"
- b. The Chair shall be the Vice-President Education.



- c. The AMPC shall be responsible for the long term planning of the Annual Meeting, including:
  - i. recommending future meeting venues to the Board;
  - ii. recommending to the Board the benefits to be received by Members contributing to the meeting;
  - iii. recommending to the Board the honoraria and benefits to be received by invited speakers at the meeting; and
  - iv. determining the Annual Meeting format (duration, dates and general outline).

#### XV. Community Urology Committee (CommUC)

- a. The Community Urology Committee shall consist of a chair, vice-chair and up to a maximum of 10 voting members (formerly was 5), in active practice, as appointed by the chair.
- b. The chair shall be elected annually by the voting Members and shall be eligible for re-election annually not exceeding four (4) terms.
- c. The vice-chair will be selected by the CommUC chair and may serve a total of 4 years in the role. While the vice-chair may eventually assume the chair position, that selection process will follow the current Nomination Committee's practice of soliciting potential candidates from the entire CUA membership, and would require AGM approval.
- d. The membership of the CommUC shall include at least one (1) member from each of the regions (BC & Territories, Prairies [AB, SK & MB], Ontario, Quebec and Atlantic [NB, NS, PE & NL])
- e. The CommUC chair shall:
  - i. serve as a member of the Scientific Program (Sci Pro) Committee;
  - ii. provide input to the Sci Pro Committee to address the identified educational needs of Canadian community urologists;
  - iii. serve as a member of the Continuing Professional Development (CPD Committee); and
  - iv. provide input to the CPD Committee to ensure CPD programs address the identified educational needs of Canadian community urologists;
  - v. submit a written report and present semi-annually to the Board.
- f. The vice-chair of the CommUC shall:
  - i. Assist the chair in the fulfillment of the committee's mandate;
  - ii. Chair committee meetings in the chair's absence;
  - iii. Represent the committee at the CUA Board meeting if the chair is unable to attend.
- g. The CommUC shall:
  - i. identify the education and practice needs of the community urologist, that might be fulfilled by the CUA;
  - ii. provide input on all aspects of urologic practice in Canada from the point of view of the non-academic urologist; and
  - iii. meet semi-annually; once at the time of the Annual Meeting and at least once by teleconference, at the call of the chair.

## XVI. Canadian Undergraduate Urology Curriculum (CanUUC) Committee

- a. The CanUUC shall consist of a chair, and a vice-chair and voting members as selected by the chair. The chair shall be elected annually by the voting Members of the Association. The chair shall be eligible for re-election annually, not exceeding four (4) terms.
- b. The membership of the CanUUC committee ideally consists of Urologists involved in Urology undergraduate education from each of the Canadian medical schools with an active undergraduate clerkship program and at least one Candidate Member enrolled in a Canadian Urology Residency Training Program. The length of each member's term will be two (2) years, renewable twice at the discretion of the chair, and will not exceed six (6) years.
- c. The CanUUC committee shall concern itself with:
  - i. performance of a regular needs assessment as it relates to urologic undergraduate education;
  - ii. maintenance of an updated national undergraduate (MD) Urology curriculum, consisting of goals and objectives for Urology education;
  - iv. maintenance of an up-to-date, easily accessible, educational series of key topics within the curriculum with technology support from the Association; and
  - iv. promotion and dissemination of the curriculum nationally with assistance from the Association.
- d. The CanUUC committee shall meet at least annually (face to face or by teleconference). Additional meetings may be held at the expense of the Association with permission of the Board.
- e. The CanUUC committee chair shall:
  - i. submit a written report and present to the Board semi-annually; and
  - ii. present to the Membership at the Annual General Meeting upon request by the Board.

## XVII. Resident and Fellow Committee

- a. The Resident and Fellow Committee shall consist of an Executive Committee comprised of:
  - i. Officers (2);
  - ii. Secretary (2);
  - iii. Members- at-Large (9);

The above listed officers shall be elected/selected by each individual Urology program. The term of the officers shall be one year. The official Officers and Secretary will be elected by the Executive Committee. Optimally, each Canadian urology residency training program should be represented on the committee (13 programs in total).

- b. Active Members of the committee must be Candidate Members in good standing of the Canadian Urological Association (CUA) whether or not they attend the annual meeting.

- c. The Resident and Fellow Committee shall:
  - i. Provide input and liaise with the following specialty committees from a resident's perspective:
    - 1. Post-graduate Training Committee (Specialty Committee);
    - 2. Canadian Undergraduate Urology Curriculum (CanUCC);
    - 3. Healthy Policy Committee.
  - ii. Relay information from CUA to residents and fellows.
  - iii. Relay the educational needs of residents to aid in curriculum development of Canadian Senior Urology Resident Course (CSUR) and other CUA-sponsored learning activities.
  - iv. Maintain a database of Canadian fellowships and career opportunities.
  - v. Liaise with international resident societies.
- d. There will be a member's annual meeting in conjunction with the CUA Annual Meeting.
- e. Additional meetings may be called at the discretion of the Officers in consultation with the Executive Committee.
- f. The Secretary will keep minutes of the meetings, and these will be circulated to the active candidate membership.

## **RELATED TO SECTION 5 OFFICERS**

### **RELATED TO 5.2 DESCRIPTION OF OFFICES:**

#### ADDITIONAL DUTIES OF OFFICERS

##### I. President

The President shall:

- a. see that all orders and resolution of the Board are carried into effect;
- b. call Special Meetings of the Board and Executive Committee when necessary;
- c. be the President of the CUA Scholarship Foundation;
- d. be an ex-officio member of all Association Standing Committees;
- e. observe the deliberations of the Nominating Committee in order to facilitate transition into the next year's proceedings of the Nominating Committee; and
- f. be a voting member of the following Standing Committees:
  - i. By-laws Committee;
  - ii. Finance Committee;
  - iii. Awards Committee; and
  - iv. Endorsement Committee.

## PRESIDENT TRAVEL POLICY

In order to fulfill the objectives of the Strategic Plan and the Office of Education, there are times when the CUA President will be asked to travel internationally, with the financial support of the CUA. Such travel should be for the purpose of furthering the goals of the CUA, and the President shall present a report to Board of Directors which describes any travel conducted on behalf of the CUA.

The Finance Committee will propose a President travel budget to the Board at the Summer Board Meeting, to be reviewed annually with consideration given to anticipated travel needs and the financial situation of the CUA. Should the President be unable to attend a meeting and another officer of the association attends in the place of the President, the travel funds may be used to cover the expenses of the officer-delegate.

### II. President-Elect

The President-Elect shall:

- a. appoint the chair(s) of the Sci Pro Committee for the Annual Meeting to be held when he/she will be President;
- b. at their discretion, appoint the chair(s) of the LOC for the Annual Meeting to be held when he/she will be President;
- c. attend all meetings of the Board;
- d. attend the meetings of the CUA Scholarship Foundation Board (nonvoting capacity); and
- e. be a voting member of the following Standing Committees:
  - i. By-laws Committee (Chair);
  - ii. Finance Committee;
  - iii. Endorsement Committee; and
  - iv. Annual Meeting Planning Committee.

### III. Immediate Past-President

The Immediate Past-President shall:

- a. attend all meetings of the Board; and
- b. be a voting member of the following Standing Committees:
  - i. Nominating Committee (Chair);
  - ii. Endorsement Committee (Chair); and
  - iii. By-laws Committee.

### IV. Vice-President

The Vice-President shall:

- a. attend all meetings of the Board; and
- b. be a voting member of the following Standing Committees:
  - i. Awards Committee (Chair); and
  - ii. Endorsement Committee.

## V. Vice-President Education

The Vice-President Education shall:

- a. attend all meetings of the Board;
- b. coordinate the activities of the Guidelines, Continuing Professional Development, Postgraduate Training, Community Urology; and Canadian Undergraduate Urology Curriculum committees;
- c. coordinate the scientific, educational and organizational aspects of the Annual Meeting including the activities of the Scientific Program and Local Organizing Committees;
- d. be responsible for scientific and educational relations with affiliated and other societies, including international societies; and
- e. be a voting member of the following Standing Committees:
  - i. Annual Meeting Planning Committee (Chair);
  - ii. Finance Committee; and
  - iii. Endorsement Committee

## VI. Vice-President Communications

The Vice-President Communications shall:

- a. attend all meetings of the Board;
- b. coordinate communication of the Association's interactions with external media;
- c. shall interact with the following:
  - i. The CUAJ (The VP Communications will oversee operations where the "Editor in Chief" may have a conflict of interest – and report directly to the Executive Committee);
  - ii. Patient Information Committee;
- d. disseminate the products of the Guidelines Committee
- e. coordinate CUA's social media activities
- f. oversee CUA's printed media offerings including Association's Newsletter and Patient Information Materials
- g. be a voting member of the following Standing Committees:
  - i. Finance;
  - ii. Endorsement.

## VII. Secretary

The Secretary shall:

- a. attend all meetings of the Board;
- b. be an ex-officio member of all Standing Committees;

- c. be a voting member of the following CUA Committees:
  - i. By-laws
  - ii. Finance
  - iii. Awards
  - iv. Endorsement
  - v. Annual Meeting Planning
  - vi. Health Policy
- d. be the Secretary of the CUA Scholarship Foundation;
- e. coordinate the activities of the Endorsement, By-laws, Awards Health Policy and History Committees; and
- f. with consultation of the Board, commission the HPC chair with specific tasks.

The Secretary, either individually, or through the Corporate Office, shall:

- g. receive and give prompt attention to correspondence and keep accurate records of same;
- h. obtain records of the proceedings of all CUA Committees so that the Association has a record of all the activities of the Association;
- i. keep an accurate list of Members and applicants for membership;
- j. identify when accurate contact information is missing for Members, either through returned correspondence or through being in arrears. Upon identification of such, reasonable efforts shall be made to obtain accurate contact information. If this is unsuccessful, non-dues paying Members will be identified as having "Lost Contact". If after two (2) years of due diligence to obtain accurate contact information, including four (4) consecutive postings in the semi-annual Newsletter, these Members may be recommended for Removal to the Board at the discretion of the Secretary;
- k. receive applications for membership and refer them when complete to the attention of the Board;
- l. send notices of all meetings of the Board, Executive and Members to the appropriate Members;
- m. keep a file of the letters patent and by-laws;
- n. keep the minutes and all records of each Annual Meeting, Special Meeting, Board Meeting and Executive Meeting;
- o. ensure that the membership roster of the Association is made available to each Member in printed or electronic format;
- p. prepare an application for Active, International, Associate and Candidate membership for approval by the Board;
- q. send to all dues paying Members each year, invoices for the succeeding year's dues and any assessments levied; on these bills shall be printed such portions or sections of the By- laws and Policy Book which refer to payment of dues and arrears;
- r. prepare a list of Members in arrears and present this list to the Board for its action;
- s. notify a Member who is reprimanded, suspended or expelled; and
- t. be responsible for administrative relations with affiliated and other societies.

### VIII. Treasurer

The Treasurer shall:

- a. attend all meetings of the Board;
- b. be a member of the following Standing Committees:
  - i. Finance Committee (Chair); and
  - ii. Endorsement Committee.

The Treasurer, either individually, or through the Corporate Office, shall:

- c. keep a cash book, and bank accounts in the name of the Association;
- d. keep a journal, ledger and an alphabetical list of all members showing their financial status with the Association; and
- e. cause to be prepared an annual audit of the Association's books and shall present a certificate of such audit at each Annual Meeting.

### PROTOCOL FOR INSTALLATION OF EACH PRESIDENT

The following protocol is to be followed for the installation of each President. The Secretary of the Association is to release the collar badge from the outgoing President, and place it on the incoming President, while the following statement is read by the outgoing President. "It is my pleasant duty, on the authority of the Canadian Urological Association membership through its Board, to decorate you with this insignia of the office of President. I command you to wear it on all occasions when you are performing your official duties as President". The Secretary shall place the Past President's medal on the outgoing President while the following statement is read by the President: "It is a pleasure as my first official duty to award you with the Past President's medal, symbolic of the high office you have held in this Association". The President's badge of office is to be worn when he/she presides at a meeting of the Association and at any function where he/she is representing the Association.

### OFFICERS-ELECT (NON-DIRECTORS)

The Voting Members shall elect a Secretary-Elect, a Treasurer-Elect, Vice-President-Education-Elect and/or a Vice-President-Communications-Elect at an Annual General Meeting which is one (1) year in advance of the incumbent respective Officer's completion of the maximum number of terms of office; or if the voting Members become aware that the respective incumbent Officer does not intend to complete the maximum number of terms of office. The respective Officers-Elect shall not be Officers or Directors of the Association provided that they shall be entitled to receive notice of and to attend meetings of the Board in order to perform their duties provided further that they shall not have the right to vote thereat.

## V. Vice-President Education-Elect

The Vice-President Education-Elect shall be elected for a term of one (1) year coinciding with the final year of the incumbent Vice-President Education's term of office or until his/her successor is appointed. The Vice-President Education-Elect shall:

- a. become familiar with and make arrangements in anticipation of the requirement to take over the Vice-President Education duties including all computerized aspects of the Association which involve the Vice President Education;
- b. become involved and remain current in respect of routine Vice-President Education duties and the Vice-President Education's role in the functioning of the Association and the Board; and
- c. perform Vice-President Education duties if the Vice-President Education is unavailable, provided that such duties shall not be deemed to include the right to be considered an Officer or Director or the right to vote at meetings of the Board.

## VI. Vice-President Communications-Elect

The Vice-President Communications-Elect shall be elected for a term of one (1) year coinciding with the final year of the incumbent Vice-President Communications' term of office or until his/her successor is appointed. The Vice-President Communications-Elect shall:

- a. become familiar with and make arrangements in anticipation of the requirement to take over the Vice-President Communications duties including all computerized aspects of the Association which involve the Vice-President Communications;
- b. become involved and remain current in respect of routine Vice-President Communications duties and the Vice-President Communication's role in the functioning of the Association and the Board; and
- c. perform Vice-President Communications duties if the Vice-President Communications is unavailable, provided that such duties shall not be deemed to include the right to be considered an Officer or Director or the right to vote at meetings of the Board.

## VII. Secretary-Elect

The Secretary-Elect shall be elected for a term of one (1) year coinciding with the final year of the incumbent Secretary's term of office or until his/her successor is appointed. The Secretary-Elect shall:

- a. become familiar with and make arrangements in anticipation of the requirement to take over the secretarial duties including all computerized aspects of the Association which involve the Secretary;
- b. become involved and remain current in respect of routine secretarial duties including membership recruitment, database updating, correspondence, and the secretarial role in the functioning of the Association and the Board; and
- c. perform secretarial duties if the Secretary is unavailable, provided that such duties shall not be deemed to include the right to be considered an Officer or Director or the right to vote at meetings of the Board.



## VIII. Treasurer-Elect

The Treasurer-Elect shall be elected for a term of one (1) year coinciding with the final year of the incumbent Treasurer's term of office or until his/hers successor is appointed. The Treasurer-Elect shall:

- a. become familiar with and make arrangements in anticipation of the requirement to take over the Treasurer duties including all computerized aspects of the Association which involve the Treasurer;
- b. become involved and remain current in respect of routine Treasurer duties including membership dues status, corporate sponsors, the Association's financial holdings and the Treasurer's role in the functioning of the Association and the Association's ; and
- c. perform Treasurer duties if the Treasurer is unavailable, provided that such duties shall not be deemed to include the right to be considered an Officer or Director or the right to vote at meetings of the Board.

## **RELATED TO SECTION 7 MEMBERS**

### **RELATED TO 7.1 CONDITIONS OF MEMBERSHIP:**

#### APPLICATION FOR MEMBERSHIP

- I. Application for membership must be made on the form provided by the Secretary. Two (2) Members in good standing must endorse an application for Active, International and Associate Membership. For Candidate Membership, proof of enrollment by the Program Director is required. The application must be received by the Secretary fourteen (14) days before the date of the Board Meeting at which the application is to be considered. The presentation of applications received after this date cannot be guaranteed.
- II. New applications and requests for change in membership category shall be investigated by the Secretary. They will then be presented for approval by the Board at the next Board meeting.
- III. Benefits of membership will commence immediately upon the Secretary's approval of the application, and receipt of dues payment if applicable. The applicant shall be formally considered a Member after approval by the Board.
- IV. The Secretary's membership report at the Annual General Meeting shall include all new membership applications and category transfers approved by the Board since the last Annual General Meeting. It shall also include Members who have been automatically removed or recommended for removal by the Board. Adoption of the Secretary's Membership Report at the Annual General Meeting shall constitute ratification of all membership applications and requests for change in membership category.

### **RELATED TO 7.2 CLASSES OF MEMBERS:**

#### APPROVAL OF SENIOR MEMBERSHIP

A request for Senior Membership shall be considered at the meeting of the Board that occurs on the date which is a minimum of fourteen (14) days after the date at which the Secretary received the said application. The presentation of requests received after this date cannot be guaranteed.

## **RELATED TO 7.6 MEMBERSHIP DUES:**

### DUES IN ARREARS

If annual dues are not made paid within one (1) calendar month of the membership renewal date, a member shall be considered in arrears and owing of late fees. The financial benefits of Membership, including, but not limited to, reduced registration for the Annual Meeting and free or reduced shipping of Patient Information Brochures, will be withheld from Members who are in arrears.

## **RELATED TO: OTHER:**

### AFFILIATES

An organization or society may apply for affiliate status of the Association. CUA Affiliation is limited to groups or subspecialty societies that consist primarily of urologists and/or health care professionals with a focus on urological issues.

The application shall be made in writing to the Secretary and shall include a copy of the constitutional documents of such organization or society. The Board shall consider the application at its next regular meeting and shall submit it to the membership at the next Annual Meeting. An organization or society will become an affiliated society ("Affiliate Society") only by ordinary resolution by both the Board and the voting Members.

Affiliate Societies must provide the Association with updated copies of their constitutional documents upon request.

An Affiliate Society may report to the Board or the Membership at the Annual Meeting. Such a report may be requested by the Board from time to time, or alternatively may be requested by the Affiliate Society. In the latter case the request shall be made in writing to the Secretary and shall be considered by the Board.

An Affiliate Society may lose its status by ordinary resolution of both the Board and of the Voting Members at an Annual or Special Meeting.

Benefits of CUA Affiliation include:

- The right to designate itself as follows: "Affiliate Society of the Canadian Urological Association";
- Being listed on the CUA website along with a link to their own website, if one exists; and
- The right to host a meeting during the CUA Annual Meeting, at a time that is approved by the Scientific Program committee.

### PROCEDURES

Unless otherwise provided in the Canada Corporations Act, the letters patent, the By-laws or pursuant to applicable law, all matters of procedure at meetings of the Board and the Members shall be determined by reference to the most recent edition of Wainberg's Society Meetings.

### POLICY ENVIRONMENT

In its dealings with industry and in the planning and organization of Continuing Medical Education Events, the Association is committed to comply with the pertinent policy of the Canadian Medical Association, Rx&D, and the process and guidelines of the Royal College of Physicians and Surgeons of Canada.

---

## POLICY BOOK: APPENDIX A

### Nominating Committee

#### Terms of Reference

---

##### **Mandate**

Each year, the mandate of the Nominating Committee is to consider those individuals whose names have been proposed by the membership to fill openings on the CUA Board of Directors and Committee Chair positions. The work of this committee is very important as the decisions made have a significant impact on the activities of the CUA Board for years to come. The full terms of reference for the Nominating Committee are outlined in the CUA Policy Book and are summarized below:

##### **Composition**

The Nominating Committee shall consist of seven (7) voting members comprised of the Immediate Past-President of the Association (chair), two (2) other past-presidents of the Association, and four (4) Members-at-large (MALs). The President and the Secretary of the CUA both serve as ex-officio members without voting privileges.

In the absence of the Immediate Past-President, the President of the Association will perform the role as committee chair. The chair will only vote in the event of a tie. The two (2) other past-presidents of the Association will be chosen by the chair following the onset of his/her term. In addition, the four (4) MALs shall be elected for a two (2) year term, non-renewable, such that there are two (2) newly elected annually. To be considered, the MALs must be Active or Senior Members, and have not been prior Officers of the Association. The MALs will be nominated from the floor at the Annual General Meeting (AGM) one (1) year prior to the Annual General Meeting (AGM) at which the Nominating Committee must submit its report. An MAL nominee must either be present at the AGM to accept the nomination, or has given written confirmation of his/her willingness to accept the nomination.

##### **Nomination Process**

The CUA Corporate Office on behalf of the Nominating Committee shall make a call for nominations from the membership. The notification includes a deadline of 60 days in advance of the AGM for the acceptance of nominations for all open positions. After the closure date for nominations, the chair will convene a meeting by teleconference to review the list of nominees. The CUA Corporate Office will obtain and provide a summary of each nominee's CUA contributions and their CVs, which will be circulated to all Nominating Committee members before the call. In addition, an in-person meeting must be conducted during the CUA annual meeting prior to the AGM in order to finalize the slate that will be presented. While individual chairs may propose various methods of ranking candidates, the ultimate goal should be to choose candidates based on consensus opinion rather than relying on a numerical scoring system alone.

The slate of nominations will be presented at the AGM by the Nominating Committee Chair or delegate. Any voting member (those in the active or senior categories) and present at the AGM is entitled to propose alternative nominations, however names will only be considered if the individual(s) had previously been brought forward to the Nominating Committee prior to the previously announced deadline. No new nominations will be considered after this date.

### **Communication**

For obvious reasons the deliberations of the Nominating Committee should be considered strictly confidential. Names proposed and the Nominating Committee's recommendations should not be divulged. Should a nominee ask if he/she has been selected, it should be simply stated that until ratification of the slate at the AGM, no positions are finalized.

After the AGM, nominees who were not chosen for a position will be notified by the Nominating Committee Chair. This communication should come from the chair only. The chair will also compile a list of names of all the nominees that will be passed on to the incoming chair for future consideration.

### **RELATED TO 10.0 EFFECTIVE DATE:**

This Policy Book shall come into force as of the date of issuance of the Certificate of Continuance of the Association.

Last CONFIRMED by the Members on this 1<sup>st</sup> day of July, 2019.