

**2017 Annual  
General Meeting**  
Monday October 2, 2017  
Sutton Place Hotel, Edmonton, Alberta



SPECIAL RESOLUTION OF MEMBERS

The 2016-2017 CACE Executive recommends, following a legal consultation, amendments in sections 23 and 49 of the CACE Constitution specifically regarding the nomination of the CACE Executive Committee (Officers)

WHEREAS the Corporation was incorporated under Part II of the Canada Corporations Act by Letters Patent dated the 12th day of April, 1994; and

WHEREAS the Corporation was continued under the Canada Not-for-profit Corporations Act (NFPAct) pursuant to section 297 of the NFP Act by special resolution of the members dated the 2nd day of October, 2017.

BE IT RESOLVED AS A SPECIAL RESOLUTION THAT:

Section 23 of the CACE constitution be amended as follows:

23. Proposals Nominating Directors at Annual Members' Meetings

The members of the Corporation shall annually or more often as may be required, ~~elect~~ **appoint** a President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, and Director at Large of the Corporation. The ~~Elected~~ Officers of the Corporation shall be ~~elected~~ **appointed** by a majority vote of the members of the Corporation having voting privileges at the annual general meeting upon the recommendation of the Nominations Committee. The order of ~~election~~ **appointment** of the Officers of the Corporation shall be President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, and Director at Large.

49. Appointment of Officers

The members of the Corporation shall annually or more often as may be required, ~~elect~~ **appoint** a President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, and Director of Large of the Corporation. The ~~Elected~~ Officers of the Corporation shall be ~~elected~~ by a majority vote of the members of the Corporation having voting privileges at the annual general meeting upon the recommendation of the Nominations Committee. The order of ~~election~~ **appointment** of the Officers of the Corporation shall be President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, and Treasurer. The officers of the Corporation shall be the President, 1st Vice-President, 2nd Vice-President, Immediate Past President, Secretary, Treasurer, Director at Large, and any such other officers as the Executive may by by-law determine. All Officers must be a Full Member in good standing.

The undersigned, being the duly appointed (Secretary) of the Corporation, certifies that the above is a true and correct copy of a special resolution of Canadian Association of Communicators in Education passed at a meeting of members held on the 2<sup>nd</sup> Day of October, 2017 by a majority of not less than two-thirds of the votes cast by the members of the Corporation who voted in respect of the resolution, and the resolution is in full force and effect, unamended as of the date below.

Dated:

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Secretary:

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# CACE PROCEDURE 110

## CACE NOMINATING COMMITTEE

### Background

The Canadian Association of Communicators in Education (CACE) was established in 1984 as a Canada-wide resource for communications professionals in education through professional development and shared information.

The CACE Executive Committee is currently comprised of the President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Treasurer, Secretary, Director at Large, and an annual Conference Chair or Chairs.

### Procedures

1. The Nominations Committee is composed of three (3) members who are Full members, two of whom are elected at the annual general meeting.
2. The immediate Past-President shall be the third member and chair of the Nominations Committee.
3. The Nominations Committee serves for a one (1) year term or until the next annual general meeting.
4. Upon the recommendation of the Nominations Committee, members in good standing of the Association shall appoint an Executive Committee at the Annual General Meeting (AGM).
5. The process in which a slate of Officers shall be recommended to the AGM for adoption will be the following:
  - a. The Nominations Committee Chair shall, in April, send out a general call to the members for nominations to the positions of President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, and Director at Large and any other position the Executive Committee deems necessary.
  - b. A second call for nominations shall be sent in July. All nominations shall be due 30 days before the AGM.
  - c. The Nominations Committee shall meet, following the deadline for submissions, to review the nominations. The slate shall be made up of members in good standing, taking into account geographical locations and language spoken for fair and proper representation.

- d. The Nominations Committee Chair shall speak to individuals seeking a seat on the Executive Committee and will take into account whether the individual has served as a Regional Liaison or Conference Chair.
- e. The Nominations Committee Chair shall report back to the Nominations Committee and a slate will be recommended to the sitting Executive Committee. Once the sitting Executive Committee has approved the slate it shall be published on the CACE website. Nominations from the floor will not be accepted unless there are vacant seats. Any vacant seat shall be open to nominations from the floor at the AGM.

Updated: October 2017