



**To: Elected Officials  
NCLGA Members**

**Re: Call for Nominations for Positions on the NCLGA Board of Directors – 2025/2026**

---

The following nominations process for NCLGA Board of Directors has been established based on hosting an in-person AGM and Convention. If a hybrid or virtual event is necessary to align with provincial health orders related to COVID-19, the process may be amended.

### **1. Positions Open for Nomination**

The following positions are open for nomination:

- President
- 1<sup>st</sup> Vice-President
- 2<sup>nd</sup> Vice-President
- Director at Large (3 positions)

### **2. Qualifications for Office**

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

### **3. Nomination Process**

A candidate must be nominated by two elected officials from a NCLGA member local government, regional district, or First Nation using the attached nomination and consent forms.

### **4. Advance Nominations**

NCLGA will prepare a Nominations Report within the Annual Report, which will include a photo and 300-word biography for each candidate. The Nominations Report will be distributed to all NCLGA members for their consideration two weeks prior to the AGM. To be included in this report, nominations must be received by **April 10, 2025**. Candidates will also have an opportunity to deliver a 2-minute speech at the AGM and Convention.

### **5. Off the Floor Nominations**

Off the floor nominations will be accepted at the 2025 AGM and Convention. Candidates will have an opportunity to deliver a 2-minute speech at the AGM and Convention.

### **6. Process for Elections (2 Ballots will be held)**

If there is more than one nomination received for any Table Officer position, there will be an election for that position. Otherwise, the Table Officer positions will be filled by acclamation.

The **first ballot** will be for:

- President
- First Vice-President
- Second Vice-President

Any unsuccessful candidate from the first ballot may choose to put their name forward for the **second ballot**, which will be for the three Director at Large positions.

## NOMINATION & CONSENT FORMS FOR 2024/2025 NCLGA EXECUTIVE

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

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

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

Member Organization: \_\_\_\_\_

Nominated for: \_\_\_\_\_

### NOMINATED BY:

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

Elected Position: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Member Organization: \_\_\_\_\_ Member Organization: \_\_\_\_\_

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

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

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

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

### CANDIDATE:

Name: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Member Organization: \_\_\_\_\_

Nominated for: \_\_\_\_\_

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

If unsuccessful in the first ballot, I wish to put my name forward for the second ballot.

Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable \_\_\_\_\_

The photo, biographical information (300-word maximum), and completed Nomination and Consent Form should be submitted to NCLGA at [admin@nclga.ca](mailto:admin@nclga.ca). The photo and biography will be included in the Nominations Report, if submitted by the deadline.

**Submission Deadline: April 10, 2025**

<sup>1</sup> Nominations need to be received from two elected officials of members of the NCLGA.

<sup>2</sup> Candidates must be an elected official from an NCLGA local government member.

**Terms of Reference for Positions on the  
North Central Local Government Association Board of  
Directors**

Candidates for the North Central Local Government Association Executive must be nominated by an NCLGA member local government or First Nation community.

**General responsibilities for all Board positions:**

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

**In addition to the general requirements listed above, specific responsibilities are attached to each of the Executive positions:**

**President:**

- Chair meetings of the NCLGA Board.
- Act as the main spokesperson for the Association when speaking to the media, membership, public, and other levels of government.
- Act as the Area Association representative on the UBCM Executive.
- Provide direction to staff between board meetings.
- Ensure Executive input into the content of media releases.
- Attend twelve virtual Table Officer meetings with the Vice-Presidents, Past President, and NCLGA staff.
- Sit on the Finance Committee.

**First Vice-President:**

- Act on behalf of the President in their absence.
- Attend twelve virtual Table Officer meetings with the President, Second Vice-President, Past President, and NCLGA staff.
- Sit on the Finance Committee.

### **Second Vice-President:**

- Act on behalf of the President in the absence of the First Vice-President.
- Attend twelve virtual Table Officer meetings with the President, First Vice-President, Past President, and NCLGA staff.
- Sit on the Finance Committee.

### **Director at Large:**

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

### **Regional Representative:**

In addition to the general requirements of Executive members, a Regional Representative on the NCLGA Board is responsible for the following:

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

### **Note about Regional Representatives:**

NCLGA bylaws were revised in 2011. Under the revised bylaw, Regional Representatives shall be **appointed** by their respective regional district or regional municipality. As of 2021, NCLGA requests a primary and alternate representative for each regional district or regional municipality. If the primary representative is unavailable to attend an NCLGA Board meeting, the alternate representative will participate. NCLGA requests that the names of these appointees be submitted to [admin@nclga.ca](mailto:admin@nclga.ca) by **April 10, 2025**.

### **Regional Representative Appointee Nomination for Executive Positions:**

NCLGA accepts nominations from Regional Representative Appointees who wish to run for any of the Table Officer or Director at Large positions. If a regional district chooses to nominate an appointee for one of the Executive positions, they should appoint a **substitute representative** and notify NCLGA of their choice prior to the AGM.

If the Regional Representative is successfully elected to a Table Officer or Director at Large position, the substitute appointee will automatically step into the position.

Please note: Only candidates nominated for Executive positions by the deadline for advance nominations will have their biography and photo included in the Annual Report.