



BOARD OF DIRECTORS – SELECTION PROCESS

COMPOSITION

The Board of Directors (the Board) of the Canadian Study of Parliament Group (the CSPG, the group) consists of at least 10, but no more than 15, directors, including members of the executive.

Among the Directors:

- one is a Deputy Principal Clerk from Procedural Services at the House of Commons;
- at least one is an employee of the Senate Administration;
- at least one is an employee of the Library of Parliament;
- at least one is an academic who teaches political science or a related field other than law;
- at least one is an academic who teaches law within a faculty of law;
- at least one is a public servant who works for an entity other than the Senate, House of Commons, or Library of Parliament; and
- at least four have English as their first official language and at least four have French as their first official language.

The Executive consists of Directors who occupy the following positions:

- President;
- Vice-President;
- immediate past President;
- Secretary;
- Treasurer; and
- Communications Officer.

No person may be a Director if they are not capable of understanding both English and French.

The Board shall strive to ensure that its membership reflects gender parity and regional representation from coast to coast to coast and may appoint additional Directors to achieve this objective.

TERM AND SELECTION

Each Director serves a renewable two-year term, and is to be selected:

- by a decision of the members present at an Annual General Meeting or Special General Meeting; or
- by a decision of the Board in the case of a vacancy for the remainder of a departing Director's term, unless an Annual General Meeting or a Special General Meeting is to occur within 30 days of the vacancy.

NOMINATIONS

At the start of each calendar year, the CSPG will publicize an expression of interest for candidates to fill potential vacancies on the Board.

Interested individuals will be required to submit, no later than March 1st:

- their curriculum vitae (CV);
- a 200-word expression of interest describing their interest in and qualifications for the position; and
- contact information for two references.

Additional documents or an interview may be required later in the process.

After March 1st, a notice of the vacancies to be filled on the Board of Directors will be emailed to all Board members, posted on the CSPG's website and sent to the persons who expressed interest in the Board. A nomination committee—formed of at least three Directors—will prepare a short-list of candidates who meet the qualifications and present it to the Board of Directors.

The Board of Directors will publish a nomination report, recommending one candidate for each position to be filled, for confirmation at the Annual General Meeting or Special General Meeting.

MID-TERM REPLACEMENT

In the event that an Executive member leaves their position prior to the end of their two-year term, the Board of Directors may, by majority vote, promote one of the other Directors to the vacant position for the remainder of the departing Executive member's term.

In the event that a new Executive member is not appointed from the Board of Directors, or if a Director leaves their position prior to the end of their two-year term, the Board of Directors may, by majority vote, appoint a new Executive member or Director for the remainder of the departing Executive member or Director's term.

DIVERSITY, EQUITY, INCLUSION AND ACCESSIBILITY

The CSPG will strive for a recruitment and selection process that is inclusive and barrier-free, and will encourage applications from Indigenous peoples, members of racialized groups, persons with disabilities and members of the LGBTQ2SI+ and other equity-seeking groups.

Each publication of a vacancy to be filled will include the following statement:

The CSPG values a recruitment and selection process for its Board of Directors that is inclusive and barrier-free, and we encourage applications from Indigenous peoples, members of racialized groups, persons with disabilities and members of 2SLGBTQI+ communities and other equity-seeking groups.