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**EXTERNAL ORGANIZATION APPOINTMENTS**

Effective Date: May 27, 2022

Approved By: MVRD/MVHC/GVWD/GVS&amp;DD Boards

**Policy No. GV-038**

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**PURPOSE**

To establish the process and requirements for Board-appointed representatives to external organizations.

**DEFINITIONS**

**“External Organization”** means an organized body, agency, institution, authority or association in that is deemed independent or external to Metro Vancouver;

**“External Representative”** means an individual from the community, who is appointed to represent Metro Vancouver on an External Organization;

**“Internal Representative”** means an individual who is a Director on the Board, or a Committee Member on a Standing Committee, who is appointed to represent Metro Vancouver on an External Organization.

**POLICY**

Metro Vancouver seeks representation on a number of External Organizations in which it has an interest. In all cases, the Board appoints representatives to those External Organizations.

**PROCESS****Appointment Authority**

The Board has the sole authority to appoint internal and external representatives to external organizations regardless of the nomination method used.

**Nomination Methods**

Various nomination methods may be used with the objective of streamlining and expediting the process to nominate recommended representatives to the Board. This in turn saves the Board’s time when making the appointments. Two nomination methods will be employed based on the type of representation.

**1. Nomination Method for Internal Representative**

Appointing Internal Representatives to external organizations will use the *Nominations by the Board Chair* method. In this method, the Board Chair will use knowledge and judgement from the committee appointment process (having the authority under the law to appoint to standing committees) to ensure balance and fairness in recommending nominees to the Board for its consideration in appointing representatives to external organizations. Standing committee

## BOARD POLICY

appointees and internal representative appointees both generally come from the same source: board and committee members.

The Board Chair will consider the factors set out in the Requirements section of this policy, and will recommend one nominee (or more, if the external agency requires) to the Board for its consideration in appointing one or more representatives to each external organization.

### **2. Nomination Method for External Representative**

Appointing External Representatives to external organizations will use the *Nomination by Committee* method. In this method, a standing committee – whether an existing one or a new one -- will act as a nominating body to review the eligibility and qualifications of individuals who express interest in any opportunity to serve as an external representative for Metro Vancouver.

As this method is often more involved, requiring adherence to the criteria established by the external organization, such as an advertised submission process or specific eligibility criteria, Metro Vancouver staff will administer the process and compile the material for presentation to the committee.

The Committee will consider the factors set out in the Requirements section of this policy, and will recommend one nominee (or more, if the external agency requires) to the Board for its consideration in appointing one or more representatives to each external organization.

### **Board Appointment Procedure**

While nomination methods in this policy will produce the requisite number of recommended nominees for each appointment opportunity – to promote an efficient board appointment process - the Board at its discretion may seek alternate nominees from the floor for the Board's consideration.

At the time the matter is before the board, if any director wishes to put forward the name of an eligible nominee as an alternative to the recommended one put forward, they should immediately seek to be recognized by the Chair. In this case, the board is effectively continuing the nomination process. The Chair will issue a call for nominations from the floor, and after the third call, close the nominations.

The Board will then vote on each and every nominee in the order received. The nominee with the highest affirmative votes will then be voted on as the appointee to the external organization (following the procedures set out in *Sturgis' Standard Code of Parliamentary Procedure*.)

## **REQUIREMENTS**

### **Term of Appointment**

Internal representatives are appointed annually by the Board. External representatives may be appointed for longer terms, based on the external organization's requirements, but are limited to 6 years or two consecutive terms whichever is longer.

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## **Eligibility**

An Internal Representative must be a Director or a Committee Member, and must meet any eligibility requirements of the external organization. An Internal Representative appointed to an International External Organization must be a Director.

An External Representative must meet the eligibility requirements established by the external organization.

## **Communication and Reporting**

Each Internal Representative is required to report twice annually to the Board, in May and October, to keep the Board informed at regular intervals during the term. Each Internal Representative will provide a written summary of key current and planned activities of the External Organizations to which they have been appointed to the Corporate Officer.

## **Equity**

Consideration of proposed nominees and appointees for Internal Representative and External Representatives will take into consideration representation based on gender, indigenous identity, cultural diversity, disability, sexual orientation, gender identity, and other under-represented groups.

## **Confidentiality**

Personal information submitted by individuals in support of their expression of interest will be kept confidential, and will be considered in closed session of a committee or a board. The name and other relevant details may be released to the public, as appropriate.