

#### 3.5.4 Commercial Members Steering Committee (CM Steering Committee) - Terms of Reference:

- (a) Purpose: To develop and establish protocols which will ensure the membership success of commercial member services with the EDA.
- (b) Reporting Relationship and Authority: The CM Steering Committee, through its Chair, will report to the Manager, Association Affairs and Membership. Reports are issued to the CEO and the Board for advisement.
- (c) CM Steering Committee Duties:
  - i) Identify areas of opportunity or change.
  - ii) Make suggestions on meeting schedules.
  - iii) Prepare list of suggested activities with the EDA (e.g. newsletter).
  - iv) Identify any sponsorship opportunities (e.g. AGM).
  - v) Identify any participation opportunities at other events (e.g. Executive Symposium).
- (d) Meetings:
  - i) The CM Steering Committee shall meet at least twice a year.
  - ii) Meetings will be held at the head office.
- (e) Related Staff Duties:
  - i) Administrative Support.
  - ii) Participation on committee as assigned.
  - iii) Co-ordination of committee activities.
  - iv) Other duties, as approved by the Manager, Association Affairs and Membership.
- (f) CM Steering Committee Composition: Selected from volunteers, the CM Steering Committee representatives reflect a broad cross section of commercial members and geographical representation.
- (g) CM Steering Committee Terms of Office: Each member of the Commercial Member Steering Committee will serve a term of 1 year with the exception of the Chair and Vice Chair who will serve for a 2-year term
- (h) CM Steering Committee Chair and Vice Chair: A CM Steering Committee Chair and Vice Chair shall be appointed every two years, or more often as may be required, by the Steering Committee from among the members of the Steering Committee pursuant to the following procedures:
  - i) The pool of eligible candidates comprises those Commercial Members who will serve on the Steering Committee;
  - ii) If necessary, an election by secret ballot shall be held in which each member of the current Steering Committee may vote for one candidate for each office;
  - iii) The CEO (or his or her representative) shall appoint scrutineers on behalf of the Association and each candidate may also appoint a scrutineer of their choice to review the ballots;

- iv) Each candidate will have the opportunity to address the Steering Committee prior to any election;
  - v) Ballots for each position shall be completed, counted and the results made known separately . The position of the Chair will be voted on first;
  - vi) In the event that there are more than two candidates for one position, if the candidate with the highest number of votes does not receive a majority of votes cast, the candidate with the lowest number of votes shall step down and a second election shall be held among the remaining candidates. This process would be repeated until one candidate receives a majority of votes.
  - vii) In the event of a tie between two candidates for the position of Chair, both candidates will be presented with the option of stepping down. If neither wishes to do so, a second vote will be held. If the tie remains, the incumbent Vice Chair will be appointed as Chair. If the incumbent Vice Chair is not one of the candidates, the tie will be broken by a coin toss
  - viii) In the event of a tie between two candidates for the position of Vice Chair, both candidates will be presented with the option of stepping down. If neither wishes to do so, a second vote will be held. If the tie remains, the candidates will be appointed as Co-Vice Chairs.
  - ix) Mail in ballots will not be permitted.
- (i) The CM Steering Committee Chair and Vice Chair will be confirmed by the Board of Directors.
- (j) Duties and responsibilities of the Chair:
- i) shall preside over all meeting of the Commercial Member Steering Committee and shall have powers and duties from time to time prescribed by the Vice President, Government & Member Affairs
  - ii) shall ensure the Commercial Steering Committee acts in the best interests of the Association;
  - iii) may be called upon to act as the spokesperson for the Commercial Member Steering Committee
- (k) Duties and responsibilities of the Vice-Chair:
- i) shall be vested with all the powers and shall perform all the duties of the Chair in the absence or inability or refusal to act of the Chair;
  - ii) shall perform such other duties from time to time prescribed by the Board of Directors.