

## **SECTION A: Configuration of Chair and Vice Chairs**

The Steering Committee will elect three leadership positions who will rotate through the positions of chairing and vice chairing the meetings. These positions shall include one Chair and two Vice Chairs - Vice Chair (A) and Vice Chair (B). All Steering Committee members are eligible to nominate themselves for these roles. The representatives will be chosen without industry-specific or residency constraints and will serve at large. To express interest in these positions, members can submit a self-nomination form. The election process will involve an online poll to determine the selected candidates. There will be 2 categories, Chair and Vice Chairs. To ascertain the Vice Chair positions (A) and (B), the vote within the Vice Chairs category will establish the order of the positions. The individual receiving the most votes in the Vice Chairs category will assume the role of Chair (A), while the runner-up will become Chair (B).

### **SECTION A.1 Terms:**

The CERF program will operate with a tentative 36-month timeline. The Chair and two Vice Chairs of the Steering Committee will each serve for a period of 12 months. Rotations will occur every 12 months during the month of September, with each chair serving 12 months.

## **SECTION B: Time Commitment**

The Chairs and Vice-Chairs will need to be present for the following:

1. Co-leading Steering Committee Meetings held on the 2nd and 4th Thursday of each month at 1:00 p.m.
2. Providing updates from the Steering Committee during our Monthly HRTC Partners meetings, held every 2nd Friday of each month at 9:00 a.m.
3. Organizing agenda-setting and goal-setting meetings, scheduled for the 1st and 3rd week of each month, on [Specify Day] at [Specify Time].
4. Coordinating and being present for additional planning and external meetings as needed with proper notice.

## **SECTION C: Chair Role and Responsibilities**

1. **Leadership:** Provide overall leadership, facilitation, and direction to the committee.
2. **Meeting Management:** Lead meetings and aid in the planning of meetings.
  - Notification of Absence: Except in an emergency, If the Chair cannot attend a meeting, they must inform the CERF team and Vice-Chairs with a minimum 48-hour notice to facilitate effective coordination.
  - The Chair shall not miss more than 2 meetings within a 6-month time.
3. **Decision Making:** Facilitate discussions and decision-making processes.
4. **Representation:** Serve as the public face of the committee.
5. **Communication:** Keep members informed and convey committee decisions.

6. **Agenda Setting:** Work in consultation with the Convenor, Fiscal Agent, Vice Chairs, and Steering Committee membership to determine meeting topics and priorities.
  - Work with Affinity Hub Leads to provide updates on their work and milestones.
7. **Goal Setting:** Work with the membership, Convenor, and Fiscal Agent to establish committee goals and strategic direction.
8. **Conflict Resolution:** Proactively and respectfully address conflicts within the committee.
9. **Progress Monitoring:** Track and report on the committee's initiatives during monthly HRTC meetings and other events.
10. **Committee Development:** Foster a collaborative committee environment.
11. **Contribution to the Work:** Engage in collaborative efforts and actively participate in tasks aimed at achieving project deliverables.

### **SECTION C.1 Vice Chair Role and Responsibilities**

1. **Support:** Assist the Chair in their duties and responsibilities. Meet with the Chair to plan meetings and develop agendas.
2. **Meeting Engagement:** Actively participate in Steering Committee meetings, contributing to discussions and decisions.
  - a. Notification of Absence: Except in the case of an emergency, If a Vice-Chair cannot attend a meeting, they must inform the CERF team and Chair with a minimum 48-hour notice to facilitate effective coordination.
  - b. Attendance Requirement: Each Vice-Chair shall not miss more than 2 meetings within a 6-month time frame.
3. **Succession Planning:** Prepare to step in and serve as Chair when it's their turn in the rotation.
4. **Committee Coordination:** Collaborate with the Chair and the membership to meet the committee's objectives.
5. **Participate in Committee Activities:** Actively engage in committee initiatives, projects, and discussions.
6. **Contribution to the Work:** Engage in collaborative efforts and actively participate in tasks aimed at achieving project deliverables.

### **SECTION D: Resignation - Chair**

- When a Chair resigns, they shall formally submit their resignation in writing to the Steering Committee sharing the effective date, which should include a responsible transition period.
- The CERF team will work with the outgoing Chair and Vice Chair (A) to plan a transition period. This includes transferring knowledge, documents, and ongoing projects to ensure continuity.
- Vice Chair (A) will transition into the role of Chair for a single term. Vice Chair (B) will then step into the position of Vice Chair (A), and a nomination and election process will be organized to select a new Vice Chair to fill the vacant position.

### **SECTION D.1: Resignation - Vice-Chair**

- When a Vice Chair resigns, they shall formally submit their resignation in writing to the Steering Committee sharing the effective date
- A nomination period will be opened during which committee members can self-nominate to fill the vacant position of Vice Chair.
- The committee members shall conduct a vote conducted through a poll to select a new Vice Chair, following the committee's established voting procedures, which include a simple majority vote.

### **SECTION E: Grounds for Removal**

1. **Breach of Duties:** If the Chair or Vice Chair consistently fails to fulfill their duties and responsibilities as outlined in the committee's governing guidelines.
2. **Conflict of Interest:** If the Chair or Vice Chair is involved in a conflict of interest situation that compromises their ability to fairly and equitably organize and facilitate committee meetings or make impartial decisions for the committee.
3. **Misconduct:** If the Chair or Vice Chair engages in unethical conduct or behavior that brings disrepute to the committee or organization.
4. **Failure to Attend Meetings:** If the Chair or Vice Chair fails to fulfill their attendance obligations.
5. **Violation of Bylaws:** If the Chair or Vice Chair violates the committee's bylaws or established rules and procedures.
6. **Loss of Trust and Confidence:** If the majority of committee members or stakeholders lose trust and confidence in the Chair or Vice Chair's ability to lead effectively.
7. **Inefficiency or Ineffectiveness:** If the Chair or Vice Chair consistently demonstrates inefficiency or ineffectiveness in their leadership role.

### **SECTION E.1: Process for Removal**

1. **Instatement for Removal:** If the Chair or Vice Chair falls under any of the above-mentioned "Ground for Removal", HRTC members may submit a written request that includes their reasoning to begin a removal process.
2. **Notification of Removal:** Upon removal, the Chair or Vice Chair will be promptly informed of the decision and the reasons behind it.
3. **Review Process:** The Steering Committee will review the request for removal and its respective reasoning to prepare for a vote to pass or reject the removal request. The Chair or Vice Chair under review will have the opportunity to respond to the claims. The Chair or Vice Chair under review will have a period of 7 days prior to the vote to submit any evidence or statement in their defense.
4. **Voting Process:** The Steering Committee will be presented with the request for removal and any evidence provided in defense of the Chair and Vice Chair under review. The Steering Committee will vote to remove the Chair or Vice Chair or to reject the request to

remove the Chair or Vice Chair. A majority vote will be used to determine the final decision, effective immediately.

5. **Replacement:** The removed Chair or Vice Chair will be notified immediately of their removal. If the Chair is removed, Vice Chair (A) will assume the position of Chair. Vice Chair (B) will then step into the position of Vice Chair (A), and a nomination and election process will be organized to select a new Vice Chair to fill the vacant position. If a Vice Chair is removed, a nomination and election process will be organized to select a new Vice Chair to fill the vacant position.

## **SECTION E.2: Appeal Process:**

In the event that a Chair or Vice Chair is removed from their position, a comprehensive appeal process is in place to ensure fairness and transparency.

1. **Notification of Removal:** Upon removal, the Chair or Vice Chair will be promptly informed of the decision and the reasons behind it.
2. **Appeal Period:** The removed Chair or Vice Chair will have a period of 7 days, starting from the date of their removal notification, to initiate an appeal.
3. **Submission of Appeal:** During the appeal period, the affected individual has the right to submit an appeal, which should include any additional information, evidence, or statements that support their argument against the removal.
4. **Review by Steering Committee:** The Steering Committee, comprising members responsible for oversight and governance, will carefully consider the appeal and the information provided by the removed Chair or Vice Chair.
5. **Additional Statement:** The person initiating the appeal may request an opportunity to provide an additional statement or clarification to the Steering Committee, which will be considered during the review process.
6. **Final Decision:** After a thorough review and deliberation, the Steering Committee will reach a final decision by a simple majority vote. This decision will be communicated to the removed Chair or Vice Chair, as well as the relevant stakeholders.

The appeal process is designed to uphold the principles of fairness and accountability within our organization, ensuring that all relevant information is considered before reaching a final decision. We believe in transparency and due process, and this process aligns with those values.