



---

## MEMORANDUM

Date : January 7, 2010  
To: REIC Members  
From: Myrton Bello, FRI, Chair - Nominating Committee  
Subject: REIC National Nominations

---

The REIC Nominating Committee is responsible for presenting a slate of nominees to REIC members 75 days before the Annual General Meeting to ensure the Association is governed with excellence and vision. They have begun the process of seeking nominations with this memo.

For the 2010-2011 year, the following positions are available:

Council 2<sup>nd</sup> Vice Chair - Real Estate Sales and Leasing Council (*FRI, FRI(A), FRI(E), CMR, CLP, CLO, CRES*)

Council 2<sup>nd</sup> Vice Chair - Real Estate Property Asset Management Council (*CPM,<sup>®</sup> CMOC, ARM,<sup>®</sup> ACoM*)

Council 2<sup>nd</sup> Vice Chair - Real Estate Finance Council (*CRF, CRU, CRP, ARP*)

Secretary/Treasurer *ANY DESIGNATION*

Vice President *ANY DESIGNATION*

This notice enables members to apply in writing to the Nominating Committee for consideration of possible nomination to the Board of Directors or Council Directorate. Members are advised that additional nominations may be received by the Nominating Committee after the slate has been presented, at least 45 days prior to the Institute's Annual General Meeting.

The attached application form details the qualities the Institute seeks from all members interested in serving on the Board of Directors and Council Directorate.

Council Terms of Reference and Job Descriptions can be found under "Member Resources" at [www.reic.ca](http://www.reic.ca).

Completed applications and typed outlines should be received at REIC National Office by:

**Thursday January 21, 2010.**

Members are encouraged to submit their name before the indicated deadline.

Yes, I am interested in volunteering in an alternate capacity with REIC.

NAME: \_\_\_\_\_

Contact Information: \_\_\_\_\_

# MEMBER CRITERIA AND APPLICATION FORM

The Nominating Committee will review the following factors when it is considering applicants for possible nomination as representatives on the REIC Board of Directors and Council Directorate. REIC is seeking applicants who:

- Have been an active Member for a minimum of the past two years,
- Have served on at least one (1) committee and/or Board at the Chapter level or on a committee or Council Directorate at the National level.
- Are experienced in the field of Real Estate.
- Are recognized as current or future leaders in the Real Estate Industry.
- Have the ability to serve for a minimum of: 1 year for Secretary/Treasurer  
3 years for Vice President  
4 years for Council Directorate  
(2 of which are on the National Board)
- Have the ability to eventually be considered for the role of REIC National President.
- Are experienced with operating in an environment that defines the role of a Board as being focused on setting policy and establishing strategic direction.
- Have the ability to take on REIC committee and/or task force responsibilities.
- Work well as part of a team, contribute reasoned opinion and accept and support decisions reached by the Board.
- Are experienced working with a diverse membership and understand regional issues.
- Are able to commit the time and resources to serve on the Board, committees, attend the annual conference and represent REIC as requested. (If you would like to inquire as to the volunteer time commitments, please don't hesitate to contact Maura McLaren, Executive Director.)

APPLICANT NAME: \_\_\_\_\_

POSITION & COMPANY: \_\_\_\_\_

PHONE/FAX/E-MAIL: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_

POSITION APPLYING FOR : \_\_\_\_\_

Applicants must attach a typed 200 – 250 word outline that provides the Nominating Committee with an overview of experience and qualifications in relation to the above criteria in order to be considered.

**Completed applications and the outline should be received at REIC  
by Thursday January 21, 2010 at 4:00 pm EST, to the attention of:**

Maura McLaren  
Executive Director  
[maura.mclaren@reic.com](mailto:maura.mclaren@reic.com)

T: 416-695-9000 x. 30  
F: 416-695-7230

The REIC by-laws are posted on the website and they describe the Nominating Procedure under *Article VIII – Election of Officers & Directors* as follows:

### **Section 8.03 -Election and Appointment**

- (a) *Officers.* The Nominating Committee shall nominate for election ALL qualifying members as per Article V, Section 5.02 for the positions of Vice President and Secretary/Treasurer who have provided the Nominating Committee Chair with their written consent to stand for election.
- (b) The position of President shall be filled by the Vice-President from the current year unless such person is unwilling or unable to fill the position of President or he has been removed from office. In the event that the unwillingness, inability or removal from office is made known one hundred (100) days or more before the annual general meeting, the position of President shall be filled by election as prescribed Section 8.01. The positions of Vice-President and Secretary/Treasurer shall be filled by election as prescribed in Section 8.01. In the event that the unwillingness, inability or removal from office is only made known within one hundred (100) days prior to the annual general meeting, then the person elected at such meeting for the position of Vice-President shall become the President of the Corporation. An election shall thereafter be held for the position of Vice President as soon as it is practicable. All other vacant officer positions of the Corporation shall be appointed at the first meeting of the Board of Directors following each annual meeting of members to hold office at the pleasure of the Board of Directors. Such appointed officers may be removed by the Board of Directors at any time.
- (c) *Re-election of Officers and Directors.* No person may stand for election as a Director whose office as a Director has been vacated pursuant to Section 5.05 in the year of the election or the immediately preceding year without completing his full term of office as a Director. The exiting Immediate Past President, may not be re-elected into any Officer position for two (2) years. Subject to the foregoing, Directors shall be eligible for re-election without any restrictions.
- (d) *Council Second Vice Chairs.* The Nominating Committee shall nominate each year, giving consideration to geographic location of nominees to ensure balanced representation, and in consultation with the sitting Council Chairs and Chapter leadership, an individual for election as Second Vice Chair for each Council, who shall be a qualified member as per Article V, Section 5.02, and has provided the Nominating Committee Chair with his written consent to stand for election.
- (e) *Council First Vice Chair.* The Council First Vice-Chair position shall be filled by the previous year's Council Second Vice Chair. If for any reason, the Council Second Vice Chair is unable to serve as first Vice-Chair, the Committee shall nominate a qualified member as per Article V, Section 5.02 as a candidate for election by mail ballot of all members in good standing, eligible to vote.
- (f) *Council Chair.* The Council Chair position shall be filled by the previous year's Council First Chair. If for any reason, the Council First Vice Chair is unable to serve, as the council Chair, the Committee shall nominate a qualified member as per Article V, Section 5.02 as a candidate for election by mail ballot of all members eligible to vote.

### **Section 5.02 Qualifications.**

All Directors and Council Directorate shall be active members of the Corporation and shall have been a Member serving for at least two years before the beginning of the term for which nominated on at least one (1) committee and/or Board at the Chapter level or on a committee or Council Directorate at the National level.