

Terms of Reference

Order of Honour Selection Committee (OSC)

Issue Date: January 2024
Approved by: Council (April 2024)

Revised:
Review by:

Legislated and other Mandate approved by Council	To coordinate, manage, promote, and monitor the Professional Engineers Ontario (PEO) <u>Order of Honour (OOH)</u> to support achievement of the additional object of the Act, which states "To promote public awareness of the role of the association". (Section 2(4) 4)
Key Duties and Responsibilities	<ol style="list-style-type: none"> 1. Encourage the nomination and celebration of deserving colleagues for recognition through PEO OOH program. Promote and raise awareness of the OOH program through representation at Council, Committee and Chapter events. Monitor and review past OOH recipients to identify persons deserving further recognition through upgrades. 4. Review and assess eligible nominations for the OOH program and make recommendations for potential recipients for approval by PEO Council. 5. Monitor the OOH program strategies. 6. Review and consider / recommend to Council OOH program changes.
Constituency, Number & Qualifications of Committee/Task Force Members	From 8 to 10 members, with maximum of 10 members of the association. Usually selected as a cross-section of industry, academic, and government. Desirable to include at least one Companion of the OOH, and engineers of some years standing and with a wide knowledge of engineering disciplines.
Qualifications and election of the Chair	The election of the Chair shall ideally take place at the first committee meeting of the calendar year for a one-year term. The Chair can be re-elected to serve a maximum of 3 consecutive terms. A two-thirds majority vote by members of the Committee is required to remove the Chair.
Qualifications and election of the Vice Chair(s)	The election of Vice Chair shall take place at the first committee meeting of the calendar year. The Vice Chair is elected for a one-year term, commencing in January. The Vice Chair can be re-elected to serve a maximum of 3 consecutive terms. To ensure continuity, it is desirable that the Vice Chair advances to the Chair's position once the Chair's term of service is expired.
Duties of Vice Chair(s)	Chairing meetings in the absence of the Chair. Ideally, the Vice Chair will chair a subcommittee or working group of the Order of Honour Selection Committee.
Term Limits for Committee Chair and Vice Chair	The Chair and Vice Chair are elected annually for a one-year term, from January to December. The Chair and Vice Chair may be re-elected to their positions to serve a maximum of three (3) consecutive years. To ensure continuity, it is desirable that the Vice Chair moves to the Chair's position once the Chair's term of service is expired. Once the Chair and/or Vice Chair have served for the maximum term for their respective positions, they are not eligible for reappointment to those positions. The Chair, once having served as Chair, may only serve as a general committee member thereafter to the maximum ten (10) years of cumulative committee service.

Term Limits for Committee Members	Committee members are appointed for a one-year term, from January to December. Committee members may be re-appointed but shall retire from the committee for at least six (6) years after ten (10) years of cumulative committee service.
Succession Planning	Note: All committees must have a succession plan, to ensure the orderly transition of the position of chair and vice chair as well as provide for the renewal of the committee's membership and on-boarding of new committee members.
Quorum	Committee operates under the Nathan's Rules of Order.
Meeting Frequency & Time Commitment	Up to 4 in-person or remote meetings per year. Any subcommittee or work group meetings will be held in conjunction with face-to-face meetings or by videoconference.
Operational year time frame	Calendar year (January to December)
Committee Liaison	Rob Dmochewicz, MPR, CVA Lead, Events Management and Volunteer Recognition