



CALGARY DOWNTOWN ASSOCIATION 2022 BOARD OF DIRECTORS ELIGIBILITY CRITERIA & NOMINATION GUIDELINES

The CDA embraces equity, inclusivity, and diversification as key success factors for its Board. It is our intent to always have a skilled, balanced, and diverse Board of Directors, one that is representative of Calgary's Downtown business community, and which can provide good governance to the management and operation of the organization.

ELIGIBILITY

The Calgary Downtown Association (CDA) annually seeks nominations for a limited number of Directors at its Annual General Meeting (AGM) to take office for a three-year period commencing in January 2022.

To be eligible for nomination to the CDA Board of Directors, the nominee and all nominators must be CDA Ratepayers or representatives of a Ratepayer in good standing. (i.e., a registered business within the [boundaries of the CDA Business Improvement Area](#) according to The City of Calgary Business Assessment Tax Roll).

A limited number of external (non-Ratepayer) stakeholders are also eligible for nomination to the Board subject to CDA Bylaws and the current Board's discretion in accepting the nomination.

The CDA Director(s) must have the following assets and experience:

- Purpose driven strategic perspective
- Senior executive leadership experience
- Commitment and passion to creating a vibrant and thriving Downtown Core
- Board governance experience
- Financial literacy

GUIDELINES

- Nominations must be endorsed by three (3) CDA ratepayers in good standing, and the nominee's signature is required on the consent portion of the Nomination Form.
- By signing this document, all signatories are granting permission for The City of Calgary to release tax information to the Calgary Downtown Association to confirm that they are a Ratepayer in good standing.
- Nomination forms must be received by email at info@downtowncalgary.com or at the Calgary Downtown Association office, Suite 1440, 150 9th Avenue SW, Calgary, Alberta, T2P 3H9, no later than noon on **Wednesday, November 3, 2021**.
- Nominees are required to include a biographical information with their nomination form outlining their business and/or not for profit experience, with a focus on the key areas of expertise and the necessary experience as outlined below.



GUIDELINES (CONTINUED)

- All nominations received are subject to review and confirmation of eligibility by CDA Management and/or Board of Directors. Following submission of the Nomination Form, nominees will be contacted directly to confirm their acceptance of nomination and eligibility to stand for election to the CDA Board of Directors.
- Final nominations will be posted on the CDA member-only web portal by 4:00 PM November 8, 2021. If the nominees are greater in number than the number of Directors to be elected, the election shall be by ballot at the Annual General Meeting, with the name of each duly nominated candidate appearing individually on the ballot.
- Elected Directors shall be published on the CDA website by November 12, 2021, and the Board shall advise the City Clerk of The City of Calgary of the names of the persons elected by the Ratepayers to the Board, which shall duly be appointed by City Council the following January.
- To submit a nomination(s) please download, complete, and submit the Calgary Downtown Association - Nomination Form by the required timeline. Late or incomplete nomination forms will not be accepted.
- Nominations from the floor will not be accepted at the AGM.