

THE CANADIAN ACADEMY OF ENGINEERING FELLOWSHIP NOMINATION AND ELECTION POLICY

POLICY: According to the By-Laws s.5.01(b), the Canadian Academy of Engineering (CAE) shall have policies and procedures for admitting individuals into Membership. S. 10.01 of the By-laws indicate the CAE shall have a process for nominating and appointing Emeritus and Honorary Fellows.

RATIONALE: The policies denoted in the next section are very similar to the past practices of the CAE as defined in the Bylaws (2013) and the Fellowship Nomination and Election Policy, with, modification for the election majority vote limits and the election review role of the Board.

PROCEDURE:

NEW ACTIVE FELLOWS

Only Active Fellows have Membership in the CAE, as defined in the By-Laws. The new Active Fellows shall be elected in accordance with the provisions of the By-Laws, and in numbers not exceeding fifty per year.

REQUIREMENTS/CRITERIA FOR NEW ACTIVE FELLOWS

As noted in the By-laws, s. 5.01(b) a Canadian Citizen or permanent resident for a minimum of three years shall be qualified as a candidate for Active Fellowship in the corporation if it is shown that they have made substantial contributions to engineering in Canada, another country or globally with a significant impact on society including in one or more of the following categories:

- a) Significant contributions to the pioneering of new and developing fields of technology or engineering knowledge.
- b) Significant contribution to the art and practice of engineering.
- c) Significant contributions to the development of organizations which are based on engineering knowledge.

A candidate for Active Fellowship shall be recognized by associates and others for professional integrity as well as for engineering accomplishments. Unique effectiveness and efficiency in leadership of organizations that have conducted pioneering or complex programs or that have made noteworthy contributions to industry, engineering education or public policy affecting

engineering should be considered in addition to the primary qualifications outlined above. The contributions must surpass what would normally be considered a successful career in the field of the candidate.

METHOD OF ELECTION

New Active Fellows shall be elected by a secret vote of Active Fellows following a recommendation from the Board.

NOMINATION OF CANDIDATES

Candidates may be nominated for Active Fellowship in the corporation by three Fellows of the corporation, on a form approved by the Board. The proposer must be an Active Fellow. The nomination shall include a citation containing not more than one hundred words prepared by one of the sponsoring Fellows which shall include a statement of the significance of the candidate's contributions to engineering knowledge and practice.

Nominations shall be submitted to the Executive Director of the corporation. They shall be submitted prior to October 31 of each year (or the first working day after 31 October of that day falls on a weekend or Holiday) in order to be considered in the following year.

SELECTION OF CANDIDATES

The Fellowship Committee of the corporation shall recommend to the corporation the election of Active Fellows in numbers not to exceed fifty (50).

The Fellowship Committee of the Corporation shall be constituted at each Annual Meeting. The Fellowship Committee will consist of at least seven Fellows of the corporation, and shall include the President-Elect, and the President. In nominating candidates to the Fellowship Committee, consideration of working knowledge of English and French and gender diversity shall be considered. If changes are needed between Annual Meetings they shall be made by action of the Board.

The Fellowship Committee shall, prior to January 31 of each year, prepare a list of candidates recommended for Active or International Fellowship based on the qualifications set out in s. 5.01(b) of the By-Laws. The list is submitted to the Board for approval before submission to the general Membership.

ELECTION OF ACTIVE FELLOWS

The Secretary/Treasurer shall, prior to March 1 of each year, forward or make available the following items to each Active Fellow of the corporation:

- A ballot containing the names of the candidates recommended by the Board. Means will be taken to make the voting secret. The ballot may consist of a paper document, or means to vote by electronic communication.
- The citation of each candidate, as well as their most recent place of employment.

Each Active Fellow may vote for, against or abstain from voting on any of the candidates on the ballot. The ballot must be received in the office of the corporation by April 1 (or the next working day if 1 April falls on a weekend or Holiday) in order to be counted.

An employee, the Executive Director or an Active Fellow designated by the Board, shall verify the voting Active Fellow's designation against the List of Active Fellows and shall then dissociate the ballot from the identity of the Active Fellow. This process may be done by electronic means.

The ballots shall be counted on or after April 1 by one of the following persons: the Secretary/Treasurer, an employee or contractor of the corporation who shall be designated by the Board, the Executive Director, or an Active Fellow; the results of this count shall be verified by another of these individuals.

Any candidate selected by the Fellowship Committee of the corporation shall be declared elected, provided that two-thirds or more of the total of positive and negative votes for the candidate are positive votes. Any candidate who receives less than two-thirds of the total of positive and negative votes as positive votes shall be reviewed by the Board, which may decide whether to declare the candidate elected. Candidates who receive less than one-half of the total of positive and negative votes as positive votes will normally not be declared elected by the Board.

The elected candidates shall be notified of their election immediately after the results of the ballot are confirmed, or after a decision to bestow a Fellowship to an individual is made by the Board, and they shall be asked to state, in writing, whether they will accept Fellowship in the corporation.

EMERITUS FELLOWS

Any Fellow, having reached a threshold age that shall be recommended by the Board and whose combined age and years of Active Fellowship in the Academy equal or exceed a number to be determined from time to time, as recommended by the Board, may apply for transfer to Emeritus status. Notwithstanding the preceding, an Active Fellow must have completed at least five years of Active Fellowship before applying for transfer to Emeritus status. Emeritus Fellows will pay a nominal fee, to be set by the Board, to cover direct Academy costs. Such Fellows will remain on the mailing list of the Academy, will receive a copy of all publications, and can serve on Committees. They will be welcome to attend all meetings of the Academy, but in a non-voting capacity. They will not be eligible to hold office or act as proposers of new Active Fellows.

HONORARY FELLOWS

- a) As its highest honour, the Academy may bestow the title of “Honorary Fellow” on any individual who has made an outstanding contribution to the profession of engineering in Canada, another country or globally. This honour is bestowed on an individual for contributions well above what is expected for a Fellow of the Academy.

Nominations for Honorary Fellowship may be made at any time to the Executive Director of the Academy. The decision to elect an Honorary Fellow will be made at a meeting of the Board, upon the recommendation of the Honours & Awards Committee and will require an unopposed affirmative vote of the attending directors with no abstentions. Two individuals may be elected annually. These Honorary Fellowships will be conferred at the Annual Meeting.

Such Fellows will be on the mailing list of the Academy and receive all publications. They will be welcome to attend all meetings of the Academy in a non-voting capacity, and shall not be eligible to hold office or act as proposers or seconders of new Active Fellows.

- b) A second class of Honorary Fellows are “International Fellows.” International Fellows have the same Requirements/Criteria for New Active Fellows, except for the citizenship/permanent residency requirement. Normally, nominees for International Fellows would not be Canadian citizen or permanent residents. The Selection of International Fellows shall follow the same procedure as for new Active Fellows, except the maximum number in any one year shall be ten (10). The Election for International Fellows shall follow the same procedure as for Active Fellows. International Fellows will be on the mailing list of the Academy and receive all publications. They will be welcome

to attend all meetings of the Academy in a non-voting capacity, and shall not be eligible to hold office or act as proposers or seconders of new Active Fellows.

INTRODUCTION

Each elected Active Fellow, International Fellow and Honorary Fellow shall be formally inducted to the corporation at an Annual Meeting after the designated Fellowship fees have been paid. The new Fellow shall sign the Membership book and shall undertake to promote the interests and objects of the corporation.

Approved by the CAE Board of Directors on 13 September 2016

Revised 26 June 2017.