

## Call for Nominations – FCAs

Each year, members are asked to identify peers who have provided outstanding service to the profession and/or brought distinction to the profession, and to nominate these individuals for election to the Institute's Fellowship. The Fellow Chartered Accountant (FCA) designation recognizes a CA's leadership and outstanding performance in at least two of the areas detailed in number three of the official procedures below.

The FCA nomination form is available in both PDF and Word format on the Institute's website at [www.ica.bc.ca](http://www.ica.bc.ca) under Member Centre/Forms/Member Recognition/Nomination Forms. Alternatively, you can access the form directly: [http://www.ica.bc.ca/pdf/fca\\_nomination.pdf](http://www.ica.bc.ca/pdf/fca_nomination.pdf) or by contacting Sandy Parcher at [parcher@ica.bc.ca](mailto:parcher@ica.bc.ca) or 604-488-2602.

Nomination forms must be received at the Institute office no later than October 15 each year.

## Procedures For The Election of Fellows

Last revised December 2009

1. Nominations for the election of Fellows shall be sought from all members of the Institute and the Member Recognition Committee.
2. Nominations shall be submitted via an approved nomination form signed by a proposer and two seconders.
3. Nominators must demonstrate that their nominee has shown leadership, given outstanding service to the profession or brought distinction to the profession in the following areas\*:
  - a. In the work of the British Columbia or another Canadian Institute;
  - b. In the work of an Association having objectives relating to the candidate's chosen business or profession;
  - c. In the pursuit of his/her career as an owner, employee or as a corporate director;
  - d. In service (civic, community, political, or not-for-profit organizations);
  - e. In research, teaching, writing, or speaking on professional matters.

**\*EXCEPT IN EXTRAORDINARY CIRCUMSTANCES, THE NOMINEE MUST HAVE PROVIDED LEADERSHIP AND SERVICE WITH DISTINCTION IN MORE THAN ONE OF THESE AREAS.**

4. The fullest possible information on the nominee is to be provided, together with reasons why he/she should be considered for Fellowship, supplemented by additional comments where necessary. To be recognized as having brought distinction to the profession, the member must have been clearly identified as being a Chartered Accountant while performing the activity cited. In addition, service must have been rendered while the nominee was already a member of the Institute of Chartered Accountants of British Columbia or another Canadian Institute. Proposers or seconders may wish to contact the assistant, spouse, or business associate(s) of the candidate, or the candidate directly, if additional information is required for certain sections of the form.
5. Sitting members of Council, exclusive of the Institute's first vice president, are not eligible to be elected Fellows.
6. An FCA designation may be awarded posthumously only if the candidate dies after the Member Recognition Committee recommends the awarding of his/her fellowship. An exception might be made if an outstanding candidate dies before the next Member Recognition Committee meeting, in circumstances where the

Executive Committee refers that individual to the current Member Recognition Committee for its consideration.

7. Nomination forms shall be submitted to the Member Recognition Committee consisting of a minimum of five members. The Chair of the Member Recognition Committee shall be an FCA appointed by Council at its July meeting, and he/she shall select his/her committee at his/her discretion from the Fellowship. The Member Recognition Committee must always include a past president of the Institute.
8. The Chief Executive Officer should attend all meetings as the staff liaison and resource person.
9. The procedures for the election of Fellows are to be published in the September issue of *Beyond Numbers*, with a view to educating the members on the election process and eliciting nominations.
10. Nominations shall be sought between August 1 to October 15, inclusive, each year.
11. The Chief Executive Officer shall review each nomination form, deleting information known to be in error, and adding information known to be omitted. If necessary, the Chief Executive Officer shall contact the proposer or seconders for additional information.
12. The Committee shall perform the following duties:
  - a. Review the nominations received from the members, accept or reject them, and correct or add to data submitted;
  - b. Prepare its own nominations, as deemed necessary;
  - c. Ensure that all nominations have been vetted by the Chief Executive Officer for disciplinary matters; and
  - d. Present a slate of award nominees to Council for approval. Note: Council does not conduct individual ballots on each candidate.
13. The Chair of the Member Recognition Committee shall report to Council during an in-camera session on the process undertaken by the Committee and on the results of its deliberations. Reviews of FCA candidates are to include information regarding any violations of the Rules of Professional Conduct through the disciplinary process, regardless of when the offences occurred, except in cases where an anonymous Determination and Recommendation was issued more than two years prior to the FCA review and was accepted by the member cited.
14. All Council members shall vote on the slate of nominees presented by the Member Recognition Committee. At least 70% of Council members must vote in favour of the slate of candidates for any candidate to be elected. If the government-appointed public representative(s) deem(s) it appropriate to withdraw from the voting, the withdrawal will not represent an abstention, and Council will be regarded as complete without his/her/their participation.
15. An announcement regarding the successful candidates shall be made to Council as soon as the result is known. Those elected shall be informed immediately. The ICABC membership and the media shall be advised of the results of the election as soon as conveniently possible.
16. Proposers of unsuccessful candidates shall be advised of the candidate's lack of success at either the nomination stage or the election stage (without disclosing which) by the Chair of the Member Recognition Committee and/or a member of this committee as delegated by its Chair.
17. Nomination forms for those members not elected shall, on the recommendation of the outgoing Member Recognition Committee, be brought forward to the incoming Committee the following year for consideration. The outgoing Committee will forward applicable forms to the incoming Committee, with a transmittal letter, and the incoming Committee will be responsible for contacting the original proposers for the purpose of updating the information.

**18.** The Member Recognition Committee shall meet again in late spring or early summer for the purpose of preparing a list of potential nominees for submission to the incoming Committee, which will then be responsible for preparing and processing the forms.

# Nomination for Election of Fellows—a guide

## Nature of achievements under review

Nominators must highlight the candidate's leadership and the outstanding nature of his or her performance in at least two of the following areas:

- A. In the work of the British Columbia or another Canadian Institute.
- B. In the work of an association having objectives relating to the candidate's chosen business or profession.
- C. In the pursuit of his or her career as an owner, employee and/or as a corporate director.
- D. In community, civic, political, or not-for-profit service.
- E. In research, teaching, writing, or speaking on professional matters.

In extraordinary circumstances, the candidate may provide leadership and service with distinction in only one area.

Nominators must demonstrate that the remarkable contribution of the candidate is common knowledge. This means that the achievements make the member a recognized leader due to the quality of his or her significant contributions.

In addition, nominations must highlight the fact that candidates clearly identify themselves as chartered accountants and that they are known and recognized as CAs.

## Completing the nomination

Nominators are responsible for ensuring that the nomination is complete and that the information it contains is accurate and sufficient to allow the Members' Recognition Committee to evaluate fairly the nomination submitted.

The Committee requires the following minimum content:

- SECTION 1 Properly identify the candidate.
- SECTION 2 Select which fields of activity for which the accomplishments are outstanding.
- SECTION 3 Highlight the candidate's achievements in each selected field of activity. Begin with a factual description of the environment in which the candidate has contributed. Then highlight the leadership and outstanding nature of his or her performance.
- SECTION 4 This section should contain the letters of support attesting to the candidate's achievements highlighting the contributions made which would allow the candidate to be recognized as an outstanding Chartered Accountant and leader. The number of letters is not important; it's the quality of the testimony that counts.
- SECTION 5 Highlight clearly the fact that the candidate identifies himself or herself as a CA and is recognized as such.
- SECTION 6 List all the awards, titles, or honorary distinctions the candidate has received throughout his or her career.

Download a Word version of the nomination form from [www.ica.bc.ca](http://www.ica.bc.ca). Once the form is complete, email it to [parcher@ica.bc.ca](mailto:parcher@ica.bc.ca). You will be contacted if additional information is required.

To complete this form, use the tab key to move between fields. The information will be formatted automatically.

## Nominator's information

Please note: ICABC staff will contact nominator and seconders to confirm nomination details.

CANDIDATE'S NAME:

NOMINATED BY:

ADDRESS:

(Company)

(Street)

(City/Province/Postal Code)

PHONE:

EMAIL:                           \_\_@\_\_.\_\_

Signature: \_\_\_\_\_

SECONDED BY:

ADDRESS:

(Company)

(Street)

(City/Province/Postal Code)

PHONE:

EMAIL:                           \_\_@\_\_.\_\_

Signature: \_\_\_\_\_

SECONDED BY:

ADDRESS:

(Company)

(Street)

(City/Province/Postal Code)

PHONE:

EMAIL:                           \_\_@\_\_.\_\_

Signature: \_\_\_\_\_

DATE SUBMITTED:

## SECTION 1 Candidate's information

SURNAME OF CANDIDATE:

GIVEN NAMES:

ADDRESS:

(Company)

(Street)

(City/Province/Postal Code)

OCCUPATION:

YEAR ADMITTED TO THE BC INSTITUTE:

## SECTION 2 Fields of activity to be considered

Nominators must demonstrate that the nominee has give outstanding service or brought distinction to the profession. Except in extraordinary circumstances, the nominee must have provided service and demonstrated leadership with distinction in more than one of the following areas.

- a. The candidate's contribution to the British Columbia or another Canadian Institute (Please note that it may be possible to obtain this information from the Institute).
- b. The candidate's contribution to the work of an association having objectives relating to the candidate's chosen business or profession.
- c. The candidate's career as an owner, employee and/or corporate director.
- d. The candidate's civic, community, political, or not-for-profit organization service.
- e. The candidate's research, teaching, writing, or speaking on professional matters.

Complete the sections supporting the Fields of Activity selected in Section 2.

### SECTION 3a Involvement in the affairs of the profession within the BC or another Canadian Institute including the CICA

#### IDENTIFICATION OF COMMITTEES, TASK FORCES, ACTIVITIES, OR EVENTS

List the committees or task forces of which the candidate has been a member, the events or activities in which he or she took part, and in what capacity (member, chair, organizer, speaker, etc.). When possible, indicate the dates or the duration of the involvement. (It is suggested that nominators request this information from the Institute by contacting Sandy Parcher. Note that ICABC may not have records of service to other Canadian Institutes.)

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#### IDENTIFICATION OF MAJOR ACHIEVEMENTS DURING INVOLVEMENT IN THE AFFAIRS OF THE PROFESSION

Describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and highlight how these achievements earned the candidate distinction.

## SECTION 3b Contribution to associations/organizations other than the CICA or Institute

### IDENTIFICATION OF WORK WITH ASSOCIATIONS/ORGANIZATIONS

*List the candidate's activities with associations/organizations. When possible, indicate the dates or the duration of the involvement.*

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### IDENTIFICATION OF ACHIEVEMENTS DURING INVOLVEMENT WITH THESE ASSOCIATIONS/ORGANIZATIONS

Describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and highlight how these achievements earned the candidate distinction.

## SECTION 3c Career

### IDENTIFICATION OF MAIN STAGES OF PROFESSIONAL CAREER AS AN OWNER, EMPLOYEE, AND/OR CORPORATE DIRECTOR

Describe the candidate's *career path*, beginning with the current position or, if the candidate is retired, the last position held.

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### IDENTIFICATION OF ACHIEVEMENTS DURING INVOLVEMENT WITH THESE ORGANIZATIONS

Describe the achievements showing that the candidate has demonstrated leadership and has made an exceptional or remarkable contribution, and highlight how these achievements earned the candidate distinction.

## SECTION 3d Community, civic, political, or not-for-profit service

**IDENTIFICATION OF VOLUNTEER OR PUBLIC SERVICE WORK WITH VARIOUS ORGANIZATIONS**  
*List the candidate's activities with volunteer organizations. When possible, indicate the dates or the duration of the involvement. Note that this section is intended to cover service where the nominee received no material compensation for their efforts.*

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**IDENTIFICATION OF ACHIEVEMENTS DURING INVOLVEMENT WITH THESE ORGANIZATIONS**  
Describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and highlight how these achievements earned the candidate distinction.

## SECTION 3e Research, teaching, writing, or speaking on professional matters

### IDENTIFICATION OF RESEARCH, TEACHING, WRITING, OR SPEAKING ON PROFESSIONAL MATTERS

*List the candidate's activities researching, teaching, writing, or speaking about professional matters. When possible, indicate the dates or the duration of the involvement.*

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### IDENTIFICATION OF ACHIEVEMENTS DURING INVOLVEMENT WITH THESE ORGANIZATIONS

Describe the achievements showing that the candidate has made an exceptional or remarkable contribution, and highlight how these achievements earned the candidate distinction.

## SECTION 4 Letters in support of proposed nomination

Append the letters in support of the nomination. Letters should highlight contributions made which would allow the candidate to be recognized as an outstanding Chartered Accountant and leader.

## SECTION 5 Attestation of identification as a CA

ATTESTATION THAT THE CANDIDATE IDENTIFIES HIMSELF OR HERSELF AS A CA AND IS RECOGNIZED AS SUCH

Confirm that the candidate makes it known that he or she belongs to the CA profession.

## SUPPORTING DOCUMENTS

*Append a copy of the candidate's business card, press clippings, or other information that identifies the candidate as a CA.*

## SECTION 6 Awards, titles, or honorary distinctions

List all awards, titles, or honorary distinctions the candidate has received throughout his or her career.