

[Succession planning](#)

[Terms](#)

[Resignation or Removal](#)

Succession planning

March

- Working Group members whose term is ending will send notice to the Conduit of the Operations Group and/ or staff that they will either stand for re-election or step down.
- Working Group members that are stepping down may put forward a replacement to the Network Working Group.
- Working Groups review and determine any changes needed to the composition of its group (size, gaps, new activities or points of focus)
- The Operations Group proposes a set of Working Groups (new, existing, dissolved) for the following year.
- To ensure institutional knowledge, current Working Group members (before 2020) will let the Chair of the Operations Group know if they plan on staying on for one year or two years from the date of the 2020 AGM.

April

- The Network Working Group will utilize a governance matrix template and Mass Culture's Network List to provide a list of recommended candidates
- Staff will contact candidates and sends them materials
- The candidates confirm their interest by the end of the month.

May - June

- The staff and Conduits organize orientation meetings to set the agenda of each Working Group for the year.

AGM Between June - September

- The Working Groups are voted on during Mass Culture's AGM for approval. The term of new Working Group members commences on the day of the AGM.

Terms

Within each position a Working Group member may serve a two-year term with a maximum of two consecutive terms. If these terms conflict with work assignments, terms may be extended. Working Groups will decide internally if a term should be extended, and for how long.

Resignation or Removal

Upon the resignation of any member of a Working Group or upon any vacancy occurring for any other reason, prior to the end of their term, the Network Group will be asked to put names forward to fill the vacancy by following the succession planning protocol (above).

A member of one of Mass Culture's Working Groups may be removed by a majority vote of the affected Working Group. A written grievance must be sent to the Conduits of the Network and Operations Group. If the grievance pertains to one of these individuals, staff will replace that individual with another member within that Working Group to oversee the grievance". Is this correct? If so, this should replace the existing sentence. These two individuals will review the grievance, communicate with the members within the affected Working Group and organize a vote.