



Canadian Association for Prior Learning Assessment
...supporting the recognition of prior learning since 1997

Association canadienne pour la reconnaissance des acquis
...oeuvrant à la reconnaissance des acquis depuis 1997

July 11, 2016

Dear CAPLA Members,

This letter is a formal notice that CAPLA will be holding elections for its Board of Directors on **Friday, October 14, 2016**. You are invited to consider either joining our Board or nominating a colleague. The elections will be held at our Annual General Meeting, immediately following the *Recognizing Learning Conference Boot Camp* in Toronto, Ontario at the Grand Hotel. Please check the conference program for the time and location of the meeting.

Founded in 1994, CAPLA was officially incorporated in June of 1997 as a non-profit corporation for the advancement of recognition of prior learning (RPL) in Canada. Its mission is to work toward the development of human resource and educational services which are more flexible and responsive to changing needs and circumstances of adults. CAPLA advocates for continuous learning opportunities and formal acknowledgement of previous learning experiences.

Within CAPLA's Organizational Bylaws (2013), Article 5, section 5.1 provide that the Board will not be less than seven (7) nor more than thirteen (13) members; section 5.3 provides that the term of a Board member is three (3) years, once renewable. There will be at least four vacancies available in 2016.

The following criteria have been established to provide clear guidelines for those considering becoming or nominating Board members.

A Board member must

- be an advocate for adult learning with a commitment to access, equity, innovation and education and training reform
- possess a sound knowledge of RPL and adult learning principles
- demonstrate interest in the advancement of recognition of prior learning (RPL) at the local, provincial/territorial, federal, and/or international level
- contribute time and effort to help maintain and expand CAPLA and its services and underwrite costs associated with teleconferences and yearly face-to-face meetings
- participate in yearly sponsorship and fundraising activities among your networks and within your region

Nominators and nominees must be CAPLA members in good standing. A 'member in good standing' has paid his/her memberships fees in full by 12:00 noon of the day of the Annual General Meeting (AGM). Those members in good standing are eligible to vote at the AGM. Institutional members are entitled to one vote.

Attached is the two part CAPLA Board of Directors **NOMINATION FORM**, which consists of a nomination statement and an acceptance of nomination statement. Please consider nominations and submit them before **September 30, 2016** (approximately 2 weeks before the election date) to the Nominations and Elections Committee in care of the email address below. In addition to his/her acceptance of the nomination, a brief profile of each nominee is required.

Nominations may also be submitted up to 12:00 noon the day of the AGM, but in the interests of planning and to ensure all nominations are received, we would suggest sending them by the **September 30** deadline. For those who choose to nominate a person for the CAPLA Board of Directors on site at the *Recognizing Learning* Conference, the appropriate form should be picked up at the Registration desk. This method of nomination requires the printed name, organization and signature of the twenty members in good standing who are supporting the nomination. A brief profile of the nominee is also required.

You are reminded that "members in good standing" are those who have paid membership dues prior to the AGM. If an individual purchases a membership after 12:00 noon on **October 14, 2016** he/she will be granted voting privileges *only* and cannot be nominated as a potential board member in the same year.

Also attached is a **PROXY FORM** for voting at the AGM. If you are not able to attend the meeting please complete the form, selecting one of the existing Board members listed or another CAPLA member of your choice, who you know will be attending the AGM, to vote on your behalf. Please send the completed forms to the Nominations and Elections Committee. This step will give you a voice in the decisions that are made and will help us to achieve quorum.

Please fax the Proxy and/or Nominations forms to the CAPLA Secretariat at 902-422-2535 on or before September 30, 2016 to:

CAPLA Secretariat
c/o Agenda Managers
Telephone: 902-422-1886
Fax: 902-422-2535
Email: CAPLA@agendamanagers.com

Please note that if you have *not* received acknowledgement of your faxed Proxy or Nomination form within 48 hours, or have additional questions, you should contact the CAPLA Secretariat by email or phone.



Canadian Association for Prior Learning Assessment
...supporting the recognition of prior learning since 1997

Association canadienne pour la reconnaissance des acquis
...oeuvrant à la reconnaissance des acquis depuis 1997

TO THE NOMINATIONS AND ELECTIONS COMMITTEE

CAPLA NOMINATION FORM (2016)

I _____ being a member of CAPLA in good standing, do hereby nominate _____ a member of CAPLA in good standing, for election to the Board of Directors. Attached is a brief profile of the background of my nominee.

Date _____ Signed _____

Fax form to the CAPLA Secretariat at 902- 422- 2535



Canadian Association for Prior Learning Assessment
...supporting the recognition of prior learning since 1997

Association canadienne pour la reconnaissance des acquis
...oeuvrant à la reconnaissance des acquis depuis 1997

TO THE NOMINATIONS AND ELECTIONS COMMITTEE
CAPLA NOMINATION FORM (2016)

ACCEPTANCE OF NOMINATION

I accept my nomination by _____ and am prepared to allow my name to stand for election to the Board of Directors.

Date _____ Signed _____

Fax form to the CAPLA Secretariat at 902- 422- 2535



Canadian Association for Prior Learning Assessment
...supporting the recognition of prior learning since 1997

Association canadienne pour la reconnaissance des acquis
...oeuvrant à la reconnaissance des acquis depuis 1997

TO THE NOMINATIONS AND ELECTIONS COMMITTEE

CAPLA PROXY VOTING FORM (2016)

As a member of CAPLA, I hereby appoint _____ of CAPLA as my proxy to attend and act at the Annual General Meeting of the members of the said Corporation to be held on **October 14, 2016** and at any adjournment or adjournments thereof in the same manner, to the same extent and with the same power as if I were present at the Annual General Meeting or such adjournment or adjournments thereof.

Dated the _____ day of _____, 2016

Signature of Voting Member

Note: Proxies sent by e-mail will be accepted.
Please e-mail this completed form to:

CAPLA Secretariat
c/o Agenda Managers
Telephone: 902-422-1886
Fax: 902-422-2535
Email: CAPLA@agendamanagers.com

Current CAPLA Board Members

T.A. "Chip" Dickison	Eileen Kelly Freake
Deb Blower	Patrick Donahoe
Leah Moss	Sharon Brown
Karen Willy	Amanda Roberts
Frank Vandenburg	Barb Gustafson
Jennifer Archer	