

## **ELECTIONS POLICY & PROCEDURE**

### **POLICY**

Nominations and Elections Committees shall prepare for the elections of directors and officers at the Annual General Meeting (AGM). The Board shall establish these ad hoc committees and announce their membership at the September general meeting.

### **PURPOSE**

To provide an organized, fair, and transparent election process for members wishing to stand for election.

### **SCOPE**

A slate of candidates will be provided by the Nominations Committee to the Board no later than the October Board meeting for approval and further, the candidate slate will be presented for information to the membership at the November General Meeting.

### **RESPONSIBILITY**

Approval: The President will appoint the Elections Committee Chair, who will then present committee members and plans to the Board for approval. Any changes to this policy require a Board recommendation followed by the majority approval of members at a General Membership Meeting.

#### Implementation:

1. The Board shall appoint four members to the Committee or allow the Chairperson to select their own committee members.
2. The Board shall stand up the Elections Committee at the November General Meeting.

### **PROCEDURES**

1. The Elections Committee will work with the VP Admin/Office to ensure all preparations are ready for the AGM in December.
  - a. Prepare all ballots for the positions up for election, four ballot boxes, counting sheets, signage and pencils/rulers for the four polling stations; and
  - b. Ensure all candidates have read and signed the Candidate Qualification Form.
3. The Membership Chairperson will provide an up to date membership list divided into four (as equal as possible) parts.
4. The Members must register before the start of the AGM at their appropriate voting station to receive their ballots.
5. The register/polling clerk at each voting station will maintain an accurate count of members registering to ensure that the number of ballots can be compared to the vote count.
6. The President, after confirming there is a quorum present, will call the AGM to order and call the Elections Chairperson to proceed with the elections.

7. The Elections Chairperson will place the names of all nominated candidates for the position under discussion on a board for all members to see.
8. Nominations from the floor will be accepted at this time.
  - a. A member from the floor can only nominate one member per position.
9. All candidates will sign a "Consent to Serve" form prior to the vote.
10. The Chairperson will ask three times if there are any more nominations. Hearing none the Chairperson will declare nominations closed for the position under consideration.
11. Each candidate(s) will be provided up to three minutes to speak to the members. After the candidates have spoken the Election Chairperson will start the voting.
12. A candidate that is not elected to a position may be nominated from the floor for a another position.
13. The order of voting will be:
  - a. President
  - b. Vice-President(s)
  - c. Treasurer
  - d. Secretary
  - e. Director(s)
14. Each position will be voted on separately, except for the VP and Director positions which will each be voted on as a group.
15. Ballots must be placed in the ballot box by the individual casting the vote.
  - a. Anyone with mobility issues must notify the Chairperson prior to commencement of the vote so that the ballot box can be brought to them.
16. If a member leaves the Hall before all the elections are concluded, they must turn in all their remaining ballots to the Chairperson or the person assigned to the door.
  - a. If the vote count is higher than the ballots issued, there will be a new vote.
17. After every member has voted, the four ballot boxes will be taken into a separate room for counting.
  - a. The register/polling clerk at each voting station will act as scrutineer for the counting of ballots.
  - b. One person will be designated by the Committee Chairperson to count the ballots.
    - i. No other person may touch the ballots.
    - ii. One ballot box is to be open at a time.
    - iii. The designated counter opens the ballot box, empties the ballots onto the table and shows the empty ballot box to the scrutineers to show that it is empty.
    - iv. The scrutineers will have a counting sheet to record the count as the designated counter calls out the name of the candidate on the ballot and shows the ballot to the scrutineers.
    - v. As a candidate reaches each 25 mark the scrutineers will confirm that the count is correct.
      1. If all don't agree, that candidate's votes will be re-counted.
  - c. The candidate(s) with the highest vote count will be declared elected.
  - d. At the end of the count the designated counter will pass the results to the Elections Chairperson for announcement to the AGM.

18. All positions will follow the same procedure except for VPs and Directors which will be voted on as a group.
  - a. The candidate(s) with the higher vote count will fill each VP and Director position until all positions are filled; and
  - b. Full term positions will be filled first, part term positions will subsequently be filled.
19. After all positions are filled the Election Chairperson will list the names of all elected Candidates on a board for all members see.
20. The Elections Chairperson will ask the members permission to destroy the ballots.
21. The Elections Chairperson will ensure that all elected members have read and signed the Consent to Serve Form.
22. During the elections the Elections Chairperson's decisions on all related matters are final.
23. The Elections Chairperson will turn the meeting back to the President.

## **DEFINITIONS**

"Officers" are the President, two Vice-Presidents, the Secretary and the Treasurer of the Association, and "Directors" are the remaining eight members of the Board.

"Potential Candidates" are members who self-identify as wishing to serve the Association in the roles of officers or directors, and any other members named by the Membership Director, or the Nominations Committee prior to becoming "Qualified Candidates" through the vetting process.

"Qualifications" include those listed in the BC Societies Act, and any others deemed necessary to fill specific roles such as treasurer. Potential candidates may not be qualified unless they have been members in the Association for the prior year and understand and are committed to its constitutional purposes.

## **REFERENCES**

Bylaws ..... Article 5 (6) Committees of the Board  
 Article 4 Elections of Officers and Directors  
 BC Societies Act Part 5 Management Division 1 Directors  
 Candidate Qualification Form  
 Consent to Serve Form

Amendments to this policy may be recommended from time to time by the Elections Chair, ratified by the Board of Directors, and approved by the members.