



## **Procedure - Election Process, Members-at-large to Executive Committee**

**Version 6.1 June 1, 2020**

### **1. General**

#### **a. Approval of Election Procedure**

- i. A procedure to govern the election of members-at-large of the Executive Committee shall be approved by the Board of Directors prior to each year's elections.

#### **a. Time and Place of Election**

- i. The election for members-at-large to the Executive Committee shall be held annually, after the election of officers of the corporation is complete, during the Board of Directors meeting preceding the annual general meeting.

#### **b. Members-at-large**

- i. Policy 11.2.01 states that there shall be three members-at-large elected to the Executive Committee.

#### **c. Term**

- i. The term for each member-at-large is one year.

#### **d. Qualified Candidates**

- i. A qualified person for the position of board member-at-large is a member, in good standing, of the board of directors, except for the president or an officer-elect.

#### **e. Rules for Nominations**

- i. Only qualified person may be nominated.
- ii. A person cannot nominate him/herself.
- iii. Only a member of the board of directors may nominate or second a nomination.
- iv. A candidate must accept the nomination, prior to being placed on the ballot.

#### **f. Opening of Nominations**

- i. Nominations are considered open forty days in advance of the election or when an invitation is sent out by the secretary. The invitation describes any special conditions that

must be fulfilled and states the term of service for each position, the name of the person to whom nominations are to be sent, and the date by which these should be received.

- ii. Nominations, in advance of the election date, shall be forwarded to the secretary in writing, complete with nominee name, position and signature of acceptance of the nominee and the name and signatures of the nominator and seconder. An email containing a scan of a completed nomination document is acceptable.
- iii. The secretary compiles nominations received in advance of the election and, circulates them in advance of the meeting at which the election is to take place.
- iv. When the circulated nominations are presented at the meeting, they are regarded as nominations from the floor, and the chair provides an opportunity for directors to put forward further nominations. If additional nominations are received, from the floor and duly seconded, in response to this invitation, the chair is responsible to confirm that the persons concerned are eligible and willing to serve.

**g. Closing of Nominations**

- i. Nominations for board members-at-large for the executive committee remain open during the electoral process for officers of the corporation.
- ii. The conclusion of the election of the officers of the corporation is the signal to initiate the closing of nominations for the executive committee. Nominations shall be closed, when no further nominations are made after three requests from the chair for such, followed by approval of a motion (Moved “That the list of nominations for members-at-large to the executive committee be closed).
- iii. Nominations cannot be closed until at least three candidates have been nominated.
- iv. The closing of the nominations is the signal for the electoral process to begin.

**2. Electoral Process**

**a. Majority Vote**

- i. Before proceeding with the election, the board is informed that the three board members-at-large shall be appointed by a majority vote of the board of directors, which means a vote passed by a majority of the thirteen-member board.
- ii. The principle that candidates must have a majority vote is the basis for taking successive votes, after which the candidate with the least support is eliminated until all positions have been elected with a majority vote. If a candidate receives a majority vote at any point in the process, they are declared elected.

**b. Voting**

- i. All voting is by secret ballot.
- ii. Each board member has one vote per position open in each round of voting.

iii. The president does not have a vote in this election.

**c. Acclamation**

i. If only three nominations are received, and no further nominations are received after the chair has asked three times if there are any further nominations, the chair then declares that the candidates that are unopposed are elected by acclamation.

**d. Process four or more candidates**

- i. A vote by secret ballot is held and the vote counted.
- ii. Any candidate(s) who receives a majority vote is declared elected.
- iii. Successive voting takes place for the remaining positions.
- iv. Successive voting is facilitated by dropping the candidate with the fewest number of votes from the ballot after each vote until all the positions are filled by candidates that receive a majority vote.
- v. Should there be a tie for the fewest number of votes then a separate run-off vote shall take place with the candidate receiving a simple majority continuing to the next round.

**3. Scrutineers**

- i. At least two independent scrutineers shall be appointed at the beginning of the meeting at which the election is to take place.
- ii. Scrutineers are responsible to oversee the distribution; tally of the ballots returned and communicate the name(s) of successful candidates to the chair for announcement to the meeting.
- iii. Ballots from each vote are retained and marked with their sequence.
- iv. Following the completion of the elections, a motion is made: "Moved that the ballots be destroyed". A simple majority is required.

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