



## **Procedure – Election Procedure Officers of the Corporation**

**Version 6.1 June 1, 2020**

### **1. General**

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

- i. A procedure to govern the election of officers of the corporation shall be approved by the Board of Directors prior to each year's elections.

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

- i. President -the election for the president of the association takes place every two years, unless there is a casual vacancy, during the board of directors' meeting preceding the annual general meeting.
- ii. Vice-president - the election for the vice-president of the association takes place annually during the board of directors meeting preceding the annual general meeting.
- iii. Secretary and Treasurer – an election for the secretary and treasurer may be held annually during the board of directors' meeting, preceding the annual general meeting, at the request of the board otherwise the incumbent(s) will remain in position.

#### **c. Officers of the Corporation**

- i. The officers of the corporation shall be the president, vice-president, secretary, and treasurer. The president shall act as the chairman of the board of directors and the executive committee and be the Chief Executive Officer. The president and vice-president are ex officio members of the executive committee. The vice-president is also an ex officio member of the Constitution Advisory Group. The secretary and treasurer are not members of the board of directors or of the executive committee.

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

- i. A qualified candidate for the positions of president or vice-president is a director in good standing on the board of Directors of MAAC or an incumbent president or vice-president.
- ii. Except for the office of president and vice president, any two offices may be held by the same person.
- iii. Except for the offices of president and vice-president, officers need not be directors, or members.

- iv. Candidates for vice-president should state their intention to run again for the zone director seat they occupy if they are in the second year of their term.

**e. Term**

- i. President – two years
- ii. Vice-president – one year.
- iii. Secretary and Treasurer – ongoing unless the board of directors, by majority vote, determines that an election shall take place for either or both positions. If an election is to take place it shall be during the board of directors meeting preceding the delayed annual general meeting.

**f. Casual Vacancy**

- i. Should a position become vacant, for any of the officers of the corporation, for any reason the board shall hold an election as soon as possible to replace the casual vacancy using the rules for nominations and electoral process set out in this procedure.

**2. Nominations**

**a. Rules**

- i. Only qualified candidates may be nominated.
- ii. A candidate cannot nominate him/herself.
- iii. A candidate may be nominated to more than one position.
- iv. Only a member of the board of directors may nominate or second a nomination.
- v. Nominations, in advance of the election date, shall be forwarded to the secretary in writing, complete with name, position and signature of acceptance of the candidate. An email containing a scan of a completed nomination document is acceptable.
- vi. Nominations may be made, seconded, and accepted, during the board meeting, on the day of election, prior to the close of nominations.
- vii. A candidate must accept the nomination, prior to being placed on the ballot.

**b. 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. The secretary compiles nominations received in advance of the election and they are circulated in advance of the meeting at which the election is to take place.
- iii. When the circulated names 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.

**c. Closing of Nominations**

- i. Nominations, for each position, are 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 the “position under consideration” be closed).
- ii. Nominations for each position cannot be closed until at least one person has been nominated to the position of president, one person has been nominated to vice-president and, if conducted, at least one person nominated to secretary and one person nominated to treasurer, whom may be the same person.
- iii. The closing of nominations is the signal for the electoral process to begin.

**3. Electoral Process**

**a. Majority Vote**

- i. Before proceeding with the election, the board is informed that the election of officers of the corporation is governed by by-law 16 and declares that the president and vice-president shall be elected by a majority vote of the board from among their number. A majority vote, in this case, means a vote passed by a majority of not less seven (7) votes.
- ii. The president shall only vote if the count is tied 6/6 because a director is not present or abstains. In any tie with less than six votes on either side, the presidents vote is not enough to give one candidate a majority vote.
- iii. The principle that a candidate must have a majority vote of the board is the basis for taking successive votes, after which the candidate with the least support is eliminated until a decision is made between two remaining alternatives, however if a candidate receives a majority vote at any point in the process they are declared elected.

**b. Voting**

- i. Voting is by secret ballot.
- ii. Each member of the board of directors has one vote in each round of voting.
- iii. The president does not have a vote in this election unless there is a tie, by-law 15.b.

**c. Acclamation**

- i. If only one nomination is received for any position, 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. Sequence of Elections**

- i. The elections for the following positions are held in sequence. President, Vice-President, and if conducted, Secretary and then Treasurer. The candidate elected for each position is declared by the chair prior to moving forward with the procedure to close nominations and vote for the next position.

**e. Process three or more candidates**

- i. As each position is considered, candidates are given an opportunity to speak for up to five (5) minutes and strictly enforced. Questioning of the candidates, by the board, is allowed for a maximum period of three (3) minutes, for each director, and there is to be no debate.
- ii. A vote by secret ballot is then held and counted and the results communicated to the chair.
- iii. At any point, should a majority vote be received by a candidate, then that person is declared elected.
- iv. If no candidate receives a majority vote, the person with the lowest number of votes is dropped from each successive ballot until there are two candidates remaining.
- v. In the case of three or more candidates and there is a tie in the vote for the “least” number of votes then a “special” vote shall be taken between these two persons with the one receiving the least number of votes being dropped from the ballot.

**f. Two candidates tied vote**

- i. Once the number of candidates has been reduced to two, a vote by secret ballot is held and counted.
- ii. If the vote is tied, then the two remaining candidates are permitted to address the board once again and then are then asked to leave the room.
- iii. Each director then has an opportunity to speak openly regarding the candidates. Each director will be allowed to speak once, and no debate is allowed. A time limit of three (3) minutes, per director, is suggested to limit the total dialogue to thirty-six minutes.
- iv. Should any director have a question that they wish posed to a candidate, then the candidate will be requested to enter the room and reply to the question, which will be posed by the sergeant-at-arms or his equivalent rather than by the individual director. After the question has been answered the candidate will be requested to leave the room again.
- v. After all directors have spoken, that wish to, and all questions have been answered the candidates will be invited to attend the table again.
- vi. A secret ballot will be held, and the vote counted.
- vii. If the results are still tied, then steps 3.f.ii through 3.f.vi will be repeated until the tie is broken.

**4. Scrutineers and Sergeant-at-Arms**

- i. The Chair of the Constitution Advisory Group shall act as the Sergeant-at-Arms. He/she shall chair the portion of the meeting dealing with the election of the president if the incumbent president is on the ballot.
- ii. At least two independent scrutineers are appointed at the beginning of the meeting at which the election is to take place.
- iii. 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.
- iv. Ballots from each vote are retained and marked with their sequence.
- v. Following the completion of the elections, a motion is made: "Moved that the ballots be destroyed". A simple majority is required.

**5. Document Control**

- i. Document number                      Pending Document Management System
- ii. Where published                        Website on Constitution Advisory Group page.
- iii. Review date                            April 2021
- iv. File Name                                2020-06-01 DRAFT Procedure Election of Officers of the Association v6.1
- v. Master File Location                    Constitution Advisory Group
- vi. Document responsibility              Constitution Advisory Group
- vii. Revision history                        Version 6.1, 2020-06-01