

## **NOMINATIONS for ELECTION as OFFICERS and DIRECTORS**

### **POLICY**

The Courtenay and District Fish and Game Protective Association elects its Board of Directors and uses an ad hoc Nominations Committee of the Board to seek out and vet candidates for election as its officers and directors.

Candidates for election may also be nominated 'from the floor' by members at the November General Meeting, after which Nominations 'from the floor' shall be closed. Nominees 'from the floor' must: confirm, prior to election day, that they meet the qualifications required to serve as officers and directors; have completed the appropriate paperwork; and have been vetted by the Nominations Committee.

### **PURPOSE**

To provide an organized, fair and accessible process for members wishing to stand for election, or to nominate suitable candidates, prior to the election day.

### **SCOPE**

Members who comply with director qualifications listed in the BC Societies Act may present themselves for election as officers or directors. Officers and directors may stand for re-election, provided their prior contiguous periods of service do not exceed limitations described in the bylaws; or a variance has been granted by the membership at a General Meeting. A variance shall not be approved if a fully qualified member has been nominated for the same position. Should a qualified member be nominated for the same position as a member under variance, the variance must be rescinded. A nominee for the position of President must have served as a member of the board for two years.

### **RESPONSIBILITY**

#### **Approval:**

The President will appoint the Nominations 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.

Ratified by Board of Directors: Oct. 31, 2022  
Amended/Ratified by Board of Directors: Feb 26, 2024

Approved by members: Nov. 14, 2022  
Approved by members: May 13, 2024

### Implementation:

1. No later than the June Board meeting, the President will announce the Chair and no later than the August Board meeting the chair will seek approval for the committee's members and plans.

The committee will conclude its work by presenting a list of qualified candidates to the Board at its October meeting, following which it will cause to be produced a publication of those candidates and overview of their qualifications. This will be available to the membership at the November General meeting, the AGM, the December General meeting, and on election day. Electronically send out to the members an updated slate of qualified candidates one week prior to the December General Meeting, and a further reminder following the December General Meeting. The 'slate of candidates' will indicate who are incumbents from the previous Board. The slate will be available in hard copy at the December General meeting and on Election Day. Qualified candidates will have the opportunity to address the December General meeting.

The committee is then stood down, unless otherwise directed by the Board.

### **PROCEDURES**

1. The chair will gather member information from the Membership Chair and the members' database for the sole use of listing potential candidates and their contact information. This list will be distributed only to other Nominations Committee members who will share the canvassing work. Committee members may also question their personal networks to gather potential candidates.
2. An email will be sent to all members to solicit their interest in standing for election. Every response will be investigated, and appropriate replies will be sent.
3. Each qualified candidate will be contacted by a committee member and provided with an information package describing the election process, and the Officers' and Directors' duties and responsibilities.
4. When those wishing to become candidates present the committee with short bio focused on their qualifications and pertinent experience, and a signed Consent to Act as an Officer or Director form their names will be added to the qualified candidates list.
5. It is expected that much of the committee work will be carried out by email and telephone correspondence; though some meetings may be required.
6. When the elections are over the emails will be deleted and any written materials will be sent for the appropriate disposition, ensuring confidentiality and compliance with PIPA.

Ratified by Board of Directors: Oct. 31, 2022  
Amended/Ratified by Board of Directors: Feb 26, 2024

Approved by members: Nov. 14, 2022  
Approved by members: May 13, 2024

## **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 Chair, 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.

PIPA is the BC Personal Information Protection Act.

## **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.

Ratified by Board of Directors: Oct. 31, 2022

Approved by members: Nov. 14, 2022

Amended/Ratified by Board of Directors: Feb 26, 2024

Approved by members: May 13, 2024