

ELECTIONS POLICY AND PROCEDURE

PURPOSE

To provide an organized, fair, and transparent election process for members willing to stand for Board office.

SCOPE

A slate of qualified candidates will be provided by the Nominations Committee to the Board no later than the October Board meeting. The qualified candidate slate will be presented to the membership at: the November General meeting; the AGM; the December General meeting; and on election day.

RESPONSIBILITY:

The Elections Committee shall prepare for the elections of Directors and Officers. The President shall appoint the Elections Committee Chair at the September general meeting and the Chair will present committee members and election plans to the October Board meeting for approval. The Elections Committee will work with the VP Admin and Office to ensure all preparations are ready for the Election Day in December.

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 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 October Board Meeting.

PROCEDURES for Election Day

1. The Elections Committee shall prepare: all ballots for the positions up for election; four ballot boxes; counting sheets; signage and pencils/rulers for the four polling stations; and ensure all candidates have read and signed the Candidate Qualification Form and Consent to Serve Form.
2. The Membership Chairperson will provide an up to date membership list divided into four (as equal as possible) parts.
3. Members must register at their appropriate voting station to receive their ballots.

Ratified by Board of Directors – **31 October 2022**

Ratified by members – **Nov 14, 2022**

4. 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.

5. The Elections Chairperson will place on a board, for all members to see, the names of all nominated candidates and the position nominated for.

6. Ballots must be placed in the ballot box by the individual casting the vote. Anyone with mobility issues must notify the Chairperson so that the ballot box can be brought to them.

7. If a member leaves the Hall before placing all their ballots in a ballot box, they must turn in all their remaining ballots to the Chairperson or the person assigned to the door.

8. After every member has voted, all of the ballot boxes will be taken into a separate room for counting. The register/polling clerk at each voting station will act as scrutineer for the counting of ballots. One person will be designated by the Committee Chairperson to count the ballots for each ballot box.

a) 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.

b) The designated counter will have a counting sheet to record the count and calls out the name of the candidate on the ballot and shows the ballot to the scrutineers.

c) As a candidate reaches each 25 mark the scrutineers will confirm that the count is correct.

d) If all don't agree, that candidate's votes will be re-counted.

9. The candidate(s) with the highest vote count will be declared elected. At the end of the count the designated counter will pass the results to the Elections Chairperson for announcement to the Association. In the event of a tie a run-off election will be held.

10. All positions will follow the same procedure. The candidate(s) with the higher vote count will fill each Board position until all positions are filled. Full term positions will be filled first. Part term positions will subsequently be filled.

11. At the January General meeting the Board will ask the members permission to destroy the ballots.

12. The Elections Chairperson's decisions on all related matters are final.

Ratified by Board of Directors 31 October 2022

Ratified by members Nov 14, 2022

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.

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.

Ratified by Board of Directors 31 October 2022

Ratified by members 14 Nov 2022