

ELECTION OF DIRECTORS POLICY

PURPOSE

This policy is designed to guide the President and Nominating Committee in the annual election of directors as required under the Society by-laws. The Nominating Committee will work to ensure that the Society has a sufficient number of qualified candidates from which to select directors.

DEFINITION

Ballot: the form on which voting members will identify selected candidates. The pre-printed ballot will contain the names of incumbents, recommended new candidates as well as others who have been interviewed by the Nominating Committee but not recommended. The ballot will also include space to write in names of candidates nominated from the floor.

Slate: candidates, either incumbents or new candidates, listed on the ballot that are recommended by the Nominating Committee. The Nominating Committee is not limited in the number of candidates that it recommends.

RESPONSIBILITY

Annually, the President is responsible for the identification of board members eligible to sit on the Nominating Committee and to recommend a minimum of three willing members for approval by the Board at least 90 days prior to the annual general meeting (AGM). It is the responsibility of the Nominating Committee members to solicit, screen and recommend a slate of candidates for election to the Board at the AGM, held each year in February. It is the responsibility of the Nominating Committee to manage the election process at the AGM.

The Board of Directors is responsible for the approval of this policy and all future amendments to it. The Board will also approve the Terms of Reference as established from time to time for the Nominating Committee.

POLICY SCOPE AND LIMITS

The following conditions apply to the work of the Nominations Committee.

1. The Nominating Committee will work with the Executive Committee to identify, and annually review, the desirable skills and experience needed of Board members over the next two to five years.
2. Unless actively solicited by the Nominating Committee as having desirable skills or training, all candidates must have been members of the Society for a minimum of 30 days or a past and current member.
3. To be eligible for listing on the pre-printed ballot, applications for Board membership must be received by the Nominating Committee at least 10 days prior to the AGM. Interested members who do not submit their application in time may be nominated from the floor at the AGM.

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4. Nominations from the floor must be supported by two members in attendance each of which has been a member for a minimum of 30 days or past and current members.
5. The chair of the Nominating Committee will manage the election process at the AGM including appointment of scrutineers, ballot counters and membership checkers. The chair will also oversee announcement of results and destruction of ballots.
6. The election of Directors will be by secret ballot. Names of candidates nominated from the floor will be written in by voting members on blank lines at the bottom of the ballot.
7. The Nominating Committee will be dissolved once it has completed assigned duties.

RELATED DOCUMENTS

1. Terms of Reference for Nominations Committee
2. Society bylaws