

Nomination and Election Process Policy Draft

June 2023

NOMINATIONS

Candidates can be nominated in several ways:

- By informing the Nomination Committee
 - Membership can nominate another member by submitting the nominee's name to a Nomination Committee member.
 - A member can submit their own name to a member of the Nomination Committee
- From the floor
 - At time of election a call for “nominations from the floor” will be made by a member of the Nomination Committee as each position up for election is presented.

The Nominating Committee presents nominations, which were brought forth by team members at least 24 hours prior to the Annual General Meeting (AGM) and the assembly has the opportunity to present additional nominations from the floor. The nominating process should not be confused with the election to office.

Nominations by Committee

A Nomination Committee is formed in accordance with the bylaws, which specify the composition of this committee and how it is selected, refer to Section XI Elections.

A Nomination Committee is to be formed at the monthly meeting two months prior to the AGM. This is to allow time for the Nomination Committee to review policies and procedures prior to presenting the nomination process at the monthly meeting one month prior to the AGM.

Duties of a nominating committee

The duty of a Nominating Committee is to find the best candidate for each office. Persons serving on the committee can be nominated for office.

The Administration Section Chief should give the Nomination Committee a copy of the membership list, the bylaws, a description of the duties of each office, and the eligibility requirements. The committee must carefully review the eligibility requirements for each office and see that the nominees meet these requirements. If anyone is elected, and it is discovered after the election that the person is not eligible, the election of that officer is null and void. As per the bylaws, if an officer is removed or a position becomes vacant then the Executive shall appoint a replacement.

The Nomination Committee will contact all active members to inform them when nominations are open and to provide an overview of the nomination process. Information to be included is as follows:

- Names of Nomination Committee Members
- Ways in which nominations may be submitted.
- Available positions, position descriptions, and requirements
- Deadline to submit nominations to the Nomination Committee
- Method by which nominees will be contacted, i.e. phone, email, text, in-person.
- Nominees will be required to stand and accept their nomination if present at the AGM, outlining their qualifications with the team, e.g. years of services and relevant training.

No one should be nominated without his or her consent because, if elected, the person may decline to serve, and a member will be appointed to the position by the Executive.

The Nomination Committee will manage the nomination and election process during the AGM, including counting ballots.

Report of the nominating committee

The report of the Nominating Committee is given orally at the AGM to the assembly. When called on to give the report, a member of the Nominating Committee provides an overview of the nomination and election process, highlighting the following information:

- Nominations were solicited by, indicate the Nomination Committees chosen method,
- All nominations provided to the Nomination Committee were connected to inform them of their nomination,
- In addition to those nominees that were provided to the Nomination Committee prior to the AGM nominations may also come from the floor,
- Remind nominees that when you are called on to accept your nomination, that in addition to your acceptance you must also state your years of services and qualifications/relevant experience for the assembly.

Nominations from the Floor

As soon as the president opens nominations from the floor, any member can bring forth a nomination. A member should know beforehand if the person he or she wishes to nominate is both eligible and willing to serve.

When the nomination is from the floor:

- A member does not have to get recognition, and often in small assemblies, a member can call out a name while still seated.
- A person can nominate themselves.
- A nomination does not need a second.
- A member can be nominated for more than one office.

- A member cannot nominate more than one person for an office until everyone has had the opportunity to make nominations.
- Nominees do not have to leave the room during the nominations, when the vote is taken, or when the vote is counted.
- The presiding officer can continue presiding, even if they are one of the nominees for the office.
- A member can rise and decline the nomination during the nominating process.
- After each nomination, the representative member of the Nomination Committee repeats the name to the assembly. The member may then either decline or accept the nomination.

A motion to close nominations is usually not necessary unless it is apparent that members are nominating people just to honor them, and that the nominees have no intention of serving.

The representative from the Nomination Committee closes nominations when no further nominations come forward from the assembly.

If at any time during the nominating process a member realizes that they will be unable to serve if elected, the member should stand and request that their name be removed from nomination. Removing your name during the nomination process is better than waiting until after you are elected.

MOTIONS RELATING TO NOMINATIONS

When nominations are taken from the floor, usually the representative from the Nomination Committee closes the nominations by unanimous consent. However, there may be times when members nominate people just to honor them or to delay the election. In this case, it is appropriate for a member to make a motion to close the nominations. After the nominations are closed, a member can make a motion to reopen them.

The motion to close nominations requires a two-thirds vote because it takes away the members' right to nominate. A two-thirds vote also protects the assembly from an abuse of power from a temporary majority who would like to stop the nominating process. A member must make the motion to close the nominations when no one has the floor.

ELECTIONS

After the nominating process is finished, the members must vote on the proposed candidates. Votes are solicited through confidential ballot. A ballot vote allows members to write in a candidate's name.

Individual ballots can be provided for each office after nominations for that office are closed.

The Nomination Committee gives members a blank piece of paper after nominations have been closed for an office. The members write the name of the person they wish to see elected for that office on the blank piece of paper. The Nomination Committee members then collect the ballots and count them, and the representative of the Nomination Committee reads the report. They then

declares who is elected and proceeds to take nominations for the next office. This goes on until the members elect someone to each office.

Nomination Committee members will cast their votes with the general assembly.

Members do not proceed to the next office until they elect someone for the unelected office. For example, if no one receives the most votes for the office of president, the members keep voting until they elect someone. They proceed to vote on the office of vice president only after they have elected a president.

If three candidates had received the same vote - for example, if Smith, Green, and Frank had each received 13 votes - the membership would have to hold another election. Even though Candidate Bates received the lowest vote, his name would remain on the ballot. No one is removed from the ballot unless the bylaws state that the member with the fewest votes should be removed, because that person may end up being the compromise candidate.

Members must be present at the time of the election to cast a vote. Team members who join the proceedings late will be eligible to vote in an election in which the ballots have not yet been collected at the discretion of the Nomination Committee.

Counting the Ballots

If counting ballots takes some time, it is best for the assembly to take a recess instead of adjourning.

Following are the procedures that the Nominations Committee should follow to count ballots:

1. Nomination Committee members should open each ballot and determine whether it is a legitimate ballot. All blank ballots are put aside because they are not counted in the total number of votes cast. Illegal ballots, those that have writing on them but are not readable or that contain the name of a person who is not eligible for election, or two ballots with names on them folded together, are put in another pile.
2. Nomination Committee members count the legal ballots and records the total.
3. Nomination committee members total the votes for each candidate and writes the number of votes received by each name, then writes the word "elected" by those receiving the most votes.
4. The elected members name is provided to the Information Officer following the election.
5. In counting the votes, the victor is the nominee with the most votes, a majority is not required.

TAKING A RECOUNT

If members question the validity of an election or the procedure in taking the vote, a member should make a motion to recount the votes within a reasonably brief time after the outcome is announced. The motion to have a vote for a particular office recounted needs a second, is not debatable, and takes a majority vote to adopt.

After the person elected to office assumes the position, it is too late to nullify an illegal election. For this reason, members should listen carefully to the report of the Nomination Committee. If something doesn't quite add up, a member should question it during the meeting. If officers assume their duties immediately after the meeting is adjourned, it is then too late to question the election.