

# Elections Policy

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## **Purpose**

The Board of Directors delegates to the Nominating Committee the activities relating to succession planning, nominations and elections of the Board of Directors, Board Committees, external Boards and committees, and other Board entities.

## ***Board of Directors Nominations and Elections***

### *Nominations*

To assist the Board of Directors in its competencies and attributes aspirations, the Nominating Committee will:

- Distribute to the membership a call to serve notification for each Election Year as per the By-laws.
- Ensure that candidates meet eligibility and endorsement requirements, and give consideration to the Board Competencies Profile.
- Confirm that candidates accept the nomination.
- Ensure that the AGM meeting materials include the recommended slate of candidates, and any notification of an election due to the nomination of an Additional Candidate.

### *Campaigns*

Candidates shall adhere to all Association policies and codes pertaining to conduct.

The Nominating Committee shall set the campaign period to begin no less than 45 days prior to the AGM. Candidates may not circulate campaign materials prior to this date.

The Nominating Committee may provide a list of questions to all candidates no less than 15 days prior to the beginning of the campaign period.

Candidates for the Board of Directors may submit a campaign statement not to exceed 300 words, a current professional photograph, and responses to questions posed by the Nominating Committee, not to exceed 300 words each.

Candidates may not circulate campaign material on OACETT platforms, including the website, email lists, or social media pages.

### *Elections*

The election shall take place as part of the AGM agenda in election years.

Votes cast shall be according to the Ontario Not for Profits Corporations Act. Eligible certified members may vote in favour of the slate as recommended by the Nominating Committee, or abstain from voting.

If there is more than one Candidate for a region, all eligible Certified Members shall vote separately on the election of that Region's Member. The eligible Certified Members will then vote on the balance of the slate as recommended by the Nominating Committee.

A motion to develop an alternate slate may be moved and seconded by Certified Members, and shall be supported by a minimum of five additional Certified Members and presented to the OACETT Secretary no less than 15 days prior to the AGM. The motion must include the rationale for developing an alternate slate.

In the event that a motion to develop an alternate slate is carried, the Nominating Committee will immediately re-convene to develop an alternate slate and a Special Meeting of Members will be convened to vote on the new slate within 45 days.

#### *Returning Officer*

The Nominating Committee shall appoint a Returning Officer.

The Returning Officer shall:

- be a Certified member in good standing appointed by the Nominating Committee. They should be at arms-length, and will not be a current Board member or member of a Committee. They will act according to the Association By-law and Policies;
- Make available a time and location for candidate scrutineers to review the results of the electronic ballot.
- observe the performance of the electronic balloting process by carrying out such tests as may be appropriate to ensure the accuracy and security of the process;
- make any other investigation or enquiry for the purpose of supervising the balloting process;
- approve the final count of the electronic ballots and report the results of the vote to the President, Chief Executive Officer, Chair of the Nominating Committee and all candidates, respectively.

The Returning Officer shall ensure that:

- only certified members cast a ballot.
- candidates' election profile, campaign statement, current photograph, and answers to questions posed by the Nominating Committee are accessible to certified members on the OACETT website no less than 30 days prior to the AGM.
- all candidates are informed of their rights and obligations during the election process and are notified when specific election events will occur.

The Returning Officer may recommend that the Nominating Committee penalize any candidate who does not comply with the campaign rules. Penalties may include removing the candidate from the list of nominees and/or referral of the candidate to the Registrar for a complaints and/or discipline action.

### *Scrutineer*

Candidates may appoint a scrutineer as follows:

- The candidate's scrutineer shall be a Certified member in good standing and be appointed by the candidate.
- If a scrutineer is appointed by a candidate, the Returning Officer must be advised by the candidate in writing of the scrutineer no later than 30 days prior to the AGM.
- The scrutineer will not be reimbursed for any costs incurred for involvement with the election process.
- The scrutineer will act under the direction of the Returning Officer.
- During the accessing of ballots, the scrutineer may review all electronic data received relevant to the position for which the scrutineer's candidate is running and may contest the validity of any part of the related process.
- Scrutineers will keep all information and election results and vote count confidential.

In case of the contested validity of ballots between the scrutineer and the Returning Officer, the latter shall take precedence. An appeal of this ruling may be brought to the Nominating Committee within seven days of the ballot tally. The Committee will uphold or reject the appeal and report its ruling to the Board of Directors.

### ***President-Elect Nominations and Elections***

The Nominating Committee shall observe the policy and process for Board of Directors Nominations and Elections, excepting that the President-Elect:

- shall be elected by the Certified Members by majority vote through an electronic ballot to be administered in January/February in an election year, separately from the recommended slate of candidates for the Board of Directors.
- applications need to be evaluated for completeness and eligibility only. Demographic and Competency Profiles will only be considered to the extent that the President-Elect will ultimately be considered within the matrix of the Board composition when the slate for the Board is being developed.

### ***Member Engagement and Services Committee (MESCC) Nominations and Elections***

The Nominating Committee shall observe the policy and process for Board of Directors Nominations and Elections, excepting that the Committee shall:

- distribute a call to serve on the MESC to all Certified Members as soon as practicable after April 1 in each Election Year in support of a regional vote by electronic ballot, separate from the AGM, that will elect one representative from each region.
- conduct regional elections from among the eligible candidates in each region to determine the representative from that region who will serve on the MESC.
- convene to establish a strategy to further recruit for the position, in the case that there are no candidates for a particular region or regions by the deadline, including outreach to Chapter Chairs.
- Evaluate applications for completeness and eligibility only, though the Nominating Committee will ensure that the Competencies Profile for the MESC will be distributed as part of the call to serve.
- For any mid-term vacancy on the MESC, a by-election will be conducted following the process above in order to preserve the representative nature of this committee. If there is less than 50% of the term remaining, the elected candidate will serve the remainder of the existing term and will continue to serve the full subsequent two-year term, for ease of continuity.