

# Election Procedures



Published on Thursday, 27 November 2008 12:12

## **Procedure for Elections**

The **Nominations Chair** is appointed at the October board meeting. She/he will speak to all current members who hold executive or member-at-large positions to ascertain if they are interested in running for re-election.

**A Nomination Notice** goes out via email to all members advising of a slate of candidates who wish to put their names forward for election or re-election, indicating Board vacancies and also opening the nominations to all members.

When a member notifies the Nominations Chair to indicate that she/he wishes to run for election, the Chair lets them know the expectations and commitments as outlined in the Roles and Responsibilities document.

## **At the General Meeting:**

Our bylaws under incorporation require 10% of the membership to be in attendance at the December General Meeting (elections) and at the Annual General Meeting in June. The secretary will be responsible for getting the attendance from the door person to append to the minutes. The secretary will also record the names of all “movers” and “seconders.”

The Nominations Chair will conduct the elections.

a) If there is a full slate, the Chair will read the slate and ask someone to nominate the slate of candidates.

Would someone like to move that the slate be elected for 2009?

“I move that the slate as proposed be elected as officers for 2009.”  
Moved by \_\_\_\_\_

The Chair will also ask for a seconder.

Would someone like to second the motion?

“I second the motion.” Seconded by \_\_\_\_\_

b) Then there will be a call for additional nominations.

c) If there are no nominees from the floor, the Chair calls the vote by a show of hands: for, against, abstentions.

The Nominations Chair declares the slate elected and congratulates them.

d) If there are additional nominees:

Each nominee must have two members who support her/his nomination. One member will nominate the person and a second member will second the nomination.

i.e. I would like to nominate Member A for the position of .....

Moved by \_\_\_\_\_

Who would like to second the nomination for Member

A? Seconded by \_\_\_\_\_

If two or more members want to run for any position, each candidate will have an opportunity (up to three minutes) to speak to the membership.

e) Scrutineers: Three people who are not running for election will be appointed as scrutineers who will count the ballots. (Suggested: past presidents or vice presidents)

Each vote will be by a secret ballot.

The Nominations Chair should bring some coloured paper for the vote to ensure that each paid member gets one ballot. (Bring more than one colour of paper in case more than one vote is necessary.)

It would be preferable for the Nominations Chair to run the whole election.

However, if she/he does not wish to do so, the slate can be split. i.e. Separate the ballot and have the first vote for President, who, once elected, will then take over the rest of the nominations and voting procedure.