A. RULES OF PROCEDURE
The Association will, at all times, conduct elections for all positions in full observance the Association’s By-laws and policies. Where any By-law or Policy falls silent, the Association will follow Robert’s Rules of Order Newly Revised (11th edition).

B. NOMINATION PROCESSES
The nomination process shall ensure fair and transparent opportunity for members to participate in the governance of the Association and enable adherence to the notification timelines provided for in the Association’s By-laws.

Nomination periods for elections to the Board of Directors shall not be less than three weeks.

If the number of qualified nominees is less than or equal to the number of available vacancies, the nominees shall be elected by acclamation.

Nominations for any remaining vacancies on the Board of Directors shall be re-opened for a period of up to fourteen (14) days, at the discretion of the Nominating Committee.

Notice of the re-opening of the nomination period shall be posted on the Association’s bulletin boards, social media sites and website.

A candidate may withdraw at any time after nomination and prior to the opening of polls by delivering written notice of their decision to withdraw to the Association’s offices. If the withdrawal of any nominee results in there being less than or equal number of candidates to the number of vacancies, the nominees shall be elected by acclamation.

C. NOMINATIONS COMMITTEE
The Nominations Committee shall be appointed by the Board annually and be entrusted with the overall nominations and elections process. As such, no member of the Nominations Committee may stand for election for the period they are on the Committee. A member of the nominating committee may resign from the committee should he/she wish to stand for appointment or election.

The Standing Terms of Reference are set as Policy 009B.
D. **Election of Board of Directors**

The annual general election of members to the Board of Directors will take place between January 1 and April 30; concluding no later than April 30 each year. Elections will follow approved By-law and Policies of the Association. Where By-law or Policy fall silent, the procedures described for election of directors in *Robert’s Rules of Order Newly Revised (11th edition)* shall prevail.

Normally, the election of members to the Board of Directors shall be through electronic balloting as part of a general referendum process.

Where the election of members to the Board of Directors occurs at a meeting of the membership, each member of the Association will be provided with a paper ballot on which they may vote for Candidates.

Candidates receiving the highest number of votes shall be elected to the Board of Directors.

In all cases, the employed election procedures will ensure the greatest possible participation by the membership with respect to seeking nominations and conducting the election of Directors.

The process for election of Board Directors may be completed by referendum or at meeting of the membership, as provided for in By-law 1, Sections 11, 12, 14(a), (d), (e); following the presiding rules provided for in By-law 1, including Sections 17-21.

Pursuant to By-law 2 Section 8, the Board may appoint or elect members to serve on the Board for the balance of a vacated term.

E. **Election of Officers**

The election of officers of the Association will follow approved By-law and Policies of the Association. Where By-law or Policy fall silent, the procedures described for election of officers in *Robert’s Rules of Order Newly Revised (11th edition)* shall prevail.

The following procedure will be employed to elect Officers of the Association.

No later than June 30, and normally within 60 days of the annual election of directors, a meeting of the Board of Directors will be held to elect the officers of the Association.

1. Officers of the Association may be elected from among the Directors for a term of about one year; with the following exceptions:
   A. The Corporate Secretary may be appointed by the Board for a period of more than one year, at the discretion of the Board. The Corporate Secretary is subject all other provisions governing the removal of Officers, as provided by By-law.
B. The Executive Director shall be appointed as an officer of the Association for the duration of his/her appointment as Executive Director.

C. During the election of officers, the meeting will be chaired by one of the following, at the discretion of the Board:
   1. A Director not standing for election as an Officer
   2. The Corporate Secretary, if his/her appointment is not on the agenda at that meeting
   3. The Executive Director.

D. The chair will conduct elections for each office individually; using the following process:
   1. The chair will call for nominations for the office being elected.
   2. Any Director may nominate any other director, including him/herself
   3. No seconder is required for nomination.
   4. The nominee will either accept or decline nomination.
   5. The chair will ask again for nominations. Should none be forthcoming, the chair may close nominations.
   6. Each nominee will be provide with up to five minutes to speak to the Board regarding their candidacy. All nominees will be given an equal opportunity to address the Board.
   7. Once all nominees have addressed the Board, Directors may ask questions of each nominee.
   8. Each nominee may be allowed to answer a question from a Director, whether the question was posed to him/her or not.
   9. Once the Board has finished asking questions, the Chair will provide each Director with a slip of paper upon which they will write down the name of the nominee they wish to elect.
  10. Two of the Chair, Corporate Secretary or Executive Director shall count the votes for each nominee.
  11. The Director receiving 51% of all votes cast (including abstentions, which shall count in the negative for elections of officers) shall be declared elected to the office being elected. If no Director receives 51% of the votes, the Director with the lowest number of votes will be removed from the election, and Directors will cast votes for the Directors remaining. This process will continue until a Director receives 51% of the votes cast.
  12. Should two or more Directors receive an equal number of votes, and the vote cannot advance to the next stage, he Chair will advise the Board of the result and ask for a second vote to break the tie among those Directors who received an equal number of votes. This process shall continue until the tie is broken and the vote can proceed with or a winner can be declared.
13. Once the election for all Officers is completed, the Chair shall destroy the ballots. The vote count for offices will not be recorded unless requested by a majority of Directors.

14. Officers of the Association will normally be elected in the following order:
   1. President
   2. First Vice President
   3. Second Vice President
   4. Vice President Finance

F. DESIGNATION OF THIS POLICY

This policy is designated as materially important. To change it, the Board must provide the membership with notice of intent to change the policy. For more information, see Policy 003.