



## Nominations and Elections

### **PURPOSE**

The purpose of this policy is to provide for operating policies for nominations and elections within the Association.

### **DEFINITIONS AND SCOPE OF POLICY**

This policy is meant to work in conjunction with:

- The Canada Not-for-Profit Corporations Act, which defines the electoral process common to all federally-incorporated not-for-profit corporations; and
- Sections 5.04, 5.05, and 8.01 of the Association's bylaw, which outline the process of nominations and elections for directors of the Association, as well as the role of the Association's Governance Committee in the electoral process.

### **POLICY STATEMENT**

The Association is committed to a transparent and fair process in conducting nominations and elections for the members of its Board of Directors.

As a federally-incorporated not-for-profit organization, the Association is governed by an elected Board of Directors. In cases where Association members seeking to serve on the Association's Board of Directors face no competing candidates, the nominees are acclaimed to their positions as a result of the election. However, in instances when more than one member is nominated for a single position, ballots must be cast and counted as part of the election process. Defining the process surrounding nominations and elections ensures that the processes are handled consistently and transparently over time, particularly in those rare instances when ballots must be cast and counted.

### **POLICY REQUIREMENTS**

In order to achieve the goals of this policy, the Association will:

- Define the procedures surrounding its nominations processes.
- Define the procedures surrounding its electoral processes.

### **ACCOUNTABILITIES**

#### **General Principles**

Association members are bound by the Volunteer Code of Conduct when participating in Association business, declaring conflicts of interest, and maintaining confidentiality of information. Employees and contractors of the Association are bound by the terms of their job descriptions or contracts regarding the handling of their duties; in the absence of any specific terms, this policy and the Volunteer Code of Conduct will apply as best practices documents.

#### **Board of Directors**



In keeping with the position's role as chair of the Governance Committee, the Vice-President is the primary person responsible for the Association's elections. The role may be designated to another Board member if the Vice-President is unavailable. Prior to the annual general meeting, the duties of the Vice-President with respect to elections include:

- Distributing a call for nominations (an example is included as Annex 1) approximately fourteen (14) weeks prior to the date announced for the Annual General Meeting (AGM) as well as sending reminders of the deadline for nominations. This timeline accommodates the ten (10) week deadline for receipt of director nominations defined in Bylaw Section 5.05.
- Ensuring that the agenda for the annual general meeting includes an item for the election of board members.
- Receiving nominations or receiving word from the Association office that nominations have been received.
- Ensuring that all nominations meet the official criteria and include all the necessary elements (5 signatures of current members as well as a brief biography).
- Ensuring that all positions up for election are filled and undertaking direct recruitment if there are not candidates for particular positions. Only one candidate per position is required, so once that is achieved, no additional recruitment is required. But if no candidates present themselves independently approximately four (4) weeks prior to the date of the AGM, then direct recruitment is necessary until one candidate per position has been identified.
- Informing candidates of the status of the nomination process, particularly if the Association receives more nominations than there are board positions, as some may withdraw candidacy if they know that there is more than one candidate. Informing them of this situation is not a way of encouraging them to withdraw; it is merely a courtesy to keep them informed of the status of his/her candidacy.
- In the case of a contested election for one or more positions, ensuring to the extent possible that two non-voting scrutineers will be available at the AGM.

At the Annual General Meeting, the duties of the Vice-President vary depending on whether there is an election or not.

## ELECTION PROCESS

- **No election:** The Vice-President announces the candidate for the position and asks the candidate to read/summarize the short biography submitted with the nomination. Alternatively, if the candidate is not present, the Vice-President will read/summarize the biography. The Vice-President then asks the meeting's participants three times if there are any further nominations. If no additional nominations for that position are heard, then
- the Vice-President announces that nominations are closed, and that the individual is acclaimed to that position. This process is repeated until all the vacant Board positions
- are filled. If any further nominations do occur at any point prior to nominations being closed for a position, then an election takes place for that position.



- **Election:** The Vice-President introduces the first candidate for a position and then asks the candidate to read/summarize the short biography submitted with the nomination. Alternatively, if the candidate is not present, the Vice-President will read/summarize the biography. This process is repeated for each candidate until all the candidates for the first position have been introduced. Once finished with list of candidates, the Vice-President asks three times if there are any additional nominations for that position. **If no more candidates step forward**, then the Vice-President declares nominations for that position closed and an election takes place. **If one or more nominations are made from the floor**, then the nominee(s) must present a short biography to the members in attendance. The Vice-President then declares nominations for that position closed and an election takes place. **This process is repeated for each position for which there is an election.**

Once the slate of candidates has been finalized, the Vice-President calls for two (2) volunteer scrutineers, drawn from the members at the meeting, who will count the ballots. As a scrutineer cannot take part in the vote, non-voting members of the Association, such as an institutional member, are typically sought out to fulfill this role, and should be identified prior to the meeting. If necessary, guests may be invited to the meeting for this purpose, as authorized in Bylaw 4.08.

After the scrutineers have been appointed, the Vice-President assists with the distribution of ballots to members at the meeting who are eligible to vote.

The Vice-President receives the final report of the scrutineers and announces the results of the election prior to the adjournment of the meeting. The Vice-President also makes the motion to destroy the ballots once they have been counted. If for some reason the scrutineers cannot provide the report to the Vice-President prior to the adjournment of the annual general meeting, the Vice-President will disseminate the results to the Association and its members as quickly as possible once the scrutineers' report has been received.

### Secretariat

The Secretariat is responsible for the following activities with respect to the Association's nominations and elections:

- receiving nomination papers submitted by individuals seeking positions;
- liaising with the Vice-President or delegate from Governance Committee to confirm receipt of nomination papers;
- assisting the Vice-President confirming that the nomination papers are in compliance with the electoral rules set out in the Association's bylaw;
- compiling the candidate biography/biographies for inclusion in the AGM delegate package;
- creating ballot papers in the event of an election, but ensuring that space is available on the ballot paper in case of nominations from the floor of the meeting;



- distributing identifying cards to members eligible to vote so that they can be recognized readily at the annual meeting;
- monitoring receipt of and reporting at the meeting on voting proxies received;
- assisting in the distribution of ballots at the meeting to those members eligible to vote, including proxy holders, based on the identifying cards distributed previously; and
- assisting the scrutineers by providing administrative support in the tallying of ballots.

### **Scrutineers**

The scrutineers (typically non-voting members such as institutional representatives) are responsible for counting the ballots cast during elections that may occur at the annual general meeting. As such, scrutineers may not vote in the election. Typically, each scrutineer would count the ballots with the assistance of the Secretariat and submit a report of the final totals by candidate, including valid and spoiled ballots (if any), to the Vice-President prior to the adjournment of the annual general meeting. If for some reason it is not possible to provide the report to the Vice-President prior to the adjournment of the annual general meeting, the scrutineers will make every effort to get the report to the Vice-President as soon as possible so that the results can be disseminated to the Association and its members as quickly as possible.

### **Members**

As primary stakeholders of the Association, members are encouraged to stand for nomination or to nominate colleagues as candidates for the Board of Directors, attend the annual general meeting where Board members are elected, and, when necessary, vote to elect Board members. In the case of elections, institutional members are encouraged to act as a scrutineer to count votes, mainly because their status as non-voting members of the Association frees up individual members to vote in the election.

### **Candidates**

Each candidate's nomination must meet the official criteria and include the necessary elements as listed:

- The candidate must be member in good standing (i.e., a fully paid individual member for current year with no outstanding balances owing to the Association);
- The nomination form must include signatures of 5 individual members who are themselves in good standing;
- The nomination form must include a biographical statement of no more than a page; and
- The nomination form must be received 10 weeks before the AGM at which the Candidate is considered (with the exact date announced in the call for nominations), unless the candidate is nominated from the floor.



## Annex 1 Sample Call for Nominations (2015 AGM; also shows 2014 AGM to compare)

Attention ACA members:

The Governance Committee is seeking nominations for Board positions that are up for election at the AGM in Regina on Saturday, June 13. Nominations are requested for the following positions:

List of Positions Elected in Even Years (e.g., 2014 AGM)	List of Positions Elected in Odd Years (e.g., 2015 AGM)
<ul style="list-style-type: none"> <li>- President</li> <li>- Secretary-Treasurer</li> <li>- Director at Large</li> </ul>	<ul style="list-style-type: none"> <li>- Vice-President</li> <li>- Director at Large</li> <li>- Director at Large</li> </ul>
(shadows last half of 2014 after AGM, serves 2015-2016 calendar years)	(shadows last half of 2015 after AGM, serves 2016-2017 calendar years)

The term of service for these positions is the 2016-2017 calendar years, with a six month "shadowing" period following their election at the 2015 AGM. Position descriptions, the nomination form, and other details are available at <http://archivists.ca/content/board-directors-nominations>. Please note that directors must be individual members of the Association in good standing and their nomination must be supported by five current ACA individual members. The deadline for nominations is March 31, 2015.

The Committee also encourages anyone interested in serving on an ACA committee to contact a board member (contact information available here: <http://www.archivists.ca/content/governance>) or the ACA office at [aca@archivists.ca](mailto:aca@archivists.ca) <<mailto:aca@archivists.ca>>.

Thanks!

ACA Vice-President / Chair, Governance Committee