Nominations and Elections Policy

1 POLICY STATEMENT

1.1 This policy is intended to:

a) establish the manner in which nominations and elections to the Board of the Association will be held; and

b) ensure that there is broad representation of the membership on the Board, whenever possible.

2 PURPOSE

2.1 This policy will:

a) provide the authority to establish a Nominating Committee;

b) outline the nomination process; and

c) describe how the election process will be administered.

3 SCOPE

3.1 This policy will apply to those voting directors who are elected from amongthe membership.

4 INTERPRETATION

4.1 The following provisions will apply to the interpretation of this policy.

a) Schedule “A” contains definitions of terms used in this policy.

b) A reference to any statute, regulation or bylaw refers to that enactment as it may be amended or replaced from time to time.

c) Words in the singular include the plural and gender specific terms include both genders and include corporations.

d) The headings in this policy are for convenience only and must not be construed as defining or in any way limiting the scope or intent of thispolicy.

e) If any part of this policy is held to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder continues to be valid.

f) Schedule “B” contains any forms, checklists, templates, or documents to be used in conjunction with the policy.

5 PRINCIPLES

Nominating Committee

5.1 Prior to any annual general meeting (AGM), the Board may establish a Nominating Committee which consists of:

a) the President;

b) the Executive Director; and at least one of the current directors.

5.2 The Nominating Committee will undertake necessary efforts to recruit members to stand as candidates for a position on the Board.

5.3 The Nominating Committee should consider the following criteria when recruiting suitable candidates:

a) geographic diversity;
b) a balance between small, medium, and large sized organizations;
c) a balance between new directors and experienced directors;
d) the skill sets which benefit the functioning of the Board and any gapsin those skill sets of the existing Board members; and
e) any other criterion noted by the Board.

5.4 Except for the Executive Director, section 5.8. and 7.1 do not apply to the members of the Nominating Committee, who may nominate as many names as there are positions available on the Board.

Nomination Process

5.5 The Association will call for nominations from the membership 30 or more days before the AGM.

5.6 The call for nominations from the membership will include the following information:

a) the number of director positions on the Board that are currently orwill become available for election at the annual general meeting;
b) the term for each such position to be filled;
c) an explanation of the requirements of the position;
d) an explanation of the nomination process;
e) details as to what a person must do to be nominated;
f) a copy of the acceptance of nomination form in Schedule B; and
g) the statement that nominations must be received, 7days before the date of the AGM.

5.7 A candidate must be nominated by:

a) 1 member in good standing as the nominator; and
b) 2 members in good standing as the members in support of the nomination.

5.8 Except as provided in 5.4 and 7.1, a member in good standing may only:

a) nominate up to a maximum of 2 candidates; and
b) act as a member in support of the nomination up to a maximum of 2 candidates.

5.9 A candidate may submit a summary of not more than 500 words about his or her experience and qualifications for the position of director.

5.10 The Association will provide to the members electronically copies of the summaries received from any candidates before the AGM, provide a printed copy at the AGM and/or provide the opportunity for a verbal presentation at the AGM.

5.11 Notwithstanding section 5.5, for in person elections only, a person may be nominated as a candidate at any time before the AGM or during the call for nominations at the AGM.

5.12 A person may withdraw his or her nomination as a candidate at any point prior to the President declaring an election.

5.13 Once voting has begun, a person may not withdraw his or her name from the election.

Elections

5.14 The Association will hold elections by the following means if an electionis necessary:

a) in person (secret ballot),
b) A mail-in ballot sent to all members in good standing; or
c) An election conducted using electronic means

5.15 At a meeting of the Board in advance of the Society giving notice of theAGM, the Board may pass a resolution to conduct the election by mail-in ballot or by electronic means in accordance with any requirements of the *Societies Act* and subject to whatever rules the Board sees fit, provided that:

a) the election by either means can be done in advance of or at the AGM; and
b) the results can be communicated to the Members at the AGM.

5.16 A member must be in good standing to vote in an election at the AGM.

5.17 In accordance with the order of business set out in the agenda for the AGM,the President will:

a) announce the persons who are candidates based on the acceptanceforms received prior to the AGM;
b) inform the membership as to the qualifications a person must have to be nominated as a candidate;
c) call for nominations from the floor if an in-person (secret ballot) election, to determine if there are any additional persons who wish to be nominated as

candidates;

d) call for nominations from the floor will not be accepted if the election is conducted using electronic means
e) confirm that those persons who have been nominated from the floor consent to the nomination if an in-person (secret ballot) election;
f) announce whether an election will be held based upon the number of candidates;
g) permit the candidates to address the membership for up to two minutes each if an in-person (secret ballot) election before calling for the election;
h) ask for at least 2 members to act as scrutineers for the election if an in-person (secret ballot) election; and
i) call for the election.

5.18 A member who serves as a scrutineer:
a) must not be a candidate for director; and
b) may still vote in the election.

5.19 If there is an equal number of candidates as there are for vacant positions on the Board after the call for nominations from the floor, then the President will:
a) not call an election at the AGM; and
b) declare those candidates as acclaimed to be directors on the Board.

5.20 If there are more candidates than there are vacant positions on the Board after the call for nominations, then the President will:
a) call an election by secret ballot, by mail in ballot or by electronic means;
b) declare the top number of candidates to receive the most votes as elected to be directors on the Board, as are required to fill the vacancies; and
c) In the event of a tie for the final vacant position(s), a runoff election will be required to determine the remaining position(s).

5.21 If there are fewer candidates than there are vacant positions on the Board, then the following will occur:
a) the President will declare those candidates as acclaimed to bedirectors on the Board at the annual general meeting; and
b) after the AGM, the Board will select members as directors on theBoard up to the number of director positions still vacant on the Board.

Conduct of the Candidates During the Election

5.22 A candidate must display respectful behaviour towards the other candidates at all times.

5.23 A candidate must not use the Association's logo or resources as part of his or her campaign.

5.24 A candidate must direct all questions about the election to the Executive Director.

Administration of the Election

5.25 The Executive Director:

a) will administer any election that is necessary;
b) may do whatever is necessary to administer the election;
c) will prepare the ballots and the ballot boxes for an in-person election;
d) may appoint others to assist with the administration of the election;
e) will count or designate an independent third party to count the ballots received whether by mail in, electronic or in-person voting; and
f) will provide an election results report to the President.

5.26 Only the following people will be permitted to participate or observe the counting of the ballots for an in-person (secret ballot) election:

a) the Executive Director;
b) the persons appointed by the Executive Director to assist with the administration of the election; and
c) the members who serve as scrutineers.

5.27 Those persons listed in section 5.25 will not discuss the counting of the ballots with anyone before, during or after the election.

5.28 Upon the close of the polls, the Executive Director, in the presence of any scrutineers, will do the following in an in-person election:

a) take the ballot box to a private area;
b) open the ballot box; and
c) count the votes with the assistance of any person appointed to assistwith administration of the election in the presence of the scrutineers.

5.29 Upon the close of the polls for a mail-in or electronic ballot, the Executive Director,in the presence of scrutineers will do the following:

a) confirm the mail-in or electronic votes have all been received only from members in good standing;
b) confirm that only one vote per member has been cast;
c) and tally the votes cast with the assistance of any person appointed to assist with the administration of the election in the presence of the scrutineers.

5.30 The following types of ballots will be counted as illegal ballots for a position:

a) those which are marked for too many candidates;
b) those which include the name of a fictional person;

c) those which include the name of member who was not nominated for the position;
d) those which include the names of unidentifiable or ineligiblecandidates;
e) those which are identifiable as cast by a person who is not entitled to vote; or
f) those which have more than one completed ballot folded together,all of which will be counted as one illegal ballot.

5.31 The following types of ballots will not be counted as illegal ballots, if the meaning is clear and the choice is valid:
a) those which have a spelling or grammatical mistake;
b) those which have the marks indicating the preference are outside ofthe area to be marked; and
c) those which have 1 completed ballot and at least one blank ballotfolded together.

5.32 Those ballots which are blank will not be counted in the total of legalballots cast, but will be recorded as part of the election results reports.

5.33 If there is any ambiguity as to whether a ballot is illegal, the Executive Director has the final authority to determine the legality of the ballot.

5.34 In the case of an election for 1 vacant position, the candidate with the highest number of votes for the position will be elected to that position.

5.35 In the case of an election for positions which have more than 1 vacant position to be filled by the election, the following applies:
a) the candidate with the highest number of votes will be elected tothe first vacant position; and
b) the candidate with the second highest number of votes will be elected to the next vacant position, and so on until all the positionsare filled.
c) In the event of a tie for the last position(s), the necessary steps of the election process will be repeated for the tied candidate(s)..

5.36 A candidate who is elected to a position which has multiple vacancies in any given election does not have to receive the majority of the votes cast to be considered as having the highest number of votes.

5.37 If it is discovered after the vote has taken place but before the formal announcement of the results that a candidate:
a) is ineligible for office; and
b) has received the highest number of votes,
c) the candidate with the next highest number of votes will be declared

elected.

5.38 The Executive Director will prepare an election results report which contains the following information for each position:

a) the number of votes cast;
b) the names of the candidates in order of number of votes fromhighest to lowest;
c) the number of blank votes in total;
d) the number of illegal votes in total; and
e) the number of illegal votes broken out in the categories as to thereasons why the votes are illegal.

5.39 Once the Executive Director has received the election results report, the Executive Director will declare those candidates for director up to the number of the vacant positions as elected as directors.

5.40 Once the Executive Director has declared the winning candidates as directors, there will be no appeal or recount available.

5.41 Once declared, the newly elected Board will select the Executive Committee. Once selected, the Executive Director will advise the Membership.

After the Election

5.42 Following the declaration of results, the President will call for a motion to destroy the ballots and election results.

5.43 If the Association has not adopted a motion to destroy the ballots and election results, the Executive Director will destroy all ballots on the date which is 14 days after the date of the annual general meeting.

5.44 The Executive Director will secure the ballots in such a way as to protect the secrecy of the ballots and election results, prior to the destruction of the ballots.

6 EXCLUSIONS

6.1 This policy does not apply to the following directors:

a) The person appointed by the LGMA;
b) The person appointed by the City of Vancouver;
c) The person appointed by the Board as the worker representative; and
d) The Executive Director.

7 PROHIBITIONS

7.1 The following directors may not act as nominators or members in supportof the nomination for a candidate for director:

a) The person appointed by the LGMA;
b) The person appointed by the Board as the worker representative; and
c) The Executive Director.

8 RELATED PROCEDURES, GUIDELINES, AND PUBLICATIONS

8.1 None.

9 REFERENCES

Category	
Approved by:	Board – November 30th, 2017
Effective Date:	November 30th, 2017
Amended by:	BOD September 17th, 2020 BOD April 27th, 2021
Last Review Date:	
Legislative Authority, if applicable	

SCHEDULE "A" DEFINITIONS

Association means the Municipal Safety Association of B.C.

Board means the Board of Directors for the Association.

Candidate means a person who seeks a director position on the Board and:

(a) is a member or a representative of a member of the Association:
(b) qualified to be nominated;
(c) has been properly nominated for a position; and
(d) has not withdrawn his or her name prior to the voting taking place.

Member means an Employer in the Local Government Classification Unit of WorkSafeBC.

Nominator a representative of a member in good standing.

Supporter a representative of a member in good standing.

SCHEDULE "B" ACCEPTANCE of NOMINATION FORM

I,_____, accept the nomination for position of director of the Board for the Municipal Safety Association of British Columbia (the "Association").

I understand that the term of office for a director on the Board is for two years

If elected as director to the Board, I agree to the following:

(a) act in the best interests of the Association at all times;
(b) uphold the constitution and the bylaws of the Association;
(c) follow any code of conduct for the Board members;
(d) endeavor to attend all Board meetings;
(e) notify the Board of any actual or perceived conflicts of interest as soon aspossible; and
(f) fulfill all responsibilities and duties assigned to me by the Board.

_____

Signature of nominee Date

We, the following, nominate_____for the position of director of the Board for the Municipal Safety Association of British Columbia on _____(date).

We declare that we are members in good standing and are eligible to make this nomination.

_____ _____

Name of Nominator Signature of Nominator

_____ _____

Name of Supporter Signature of Supporter

_____ _____

Name of Supporter Signature of Supporter