

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 a 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 among the 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 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 this policy.
- 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 CEO; and
- c) 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 gaps in those skill sets of the existing Board members; and
- e) any other criterion noted by the Board.

5.4 Except for the CEO, section 5.8. does not apply to the members of the Nominating Committee, who may nominate as many names as there are positions available on the Board.

Nominating 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 or will 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 nomination form in Schedule B; and
- g) the statement that nominations must be received 8 days before the date of the AGM.

5.7 A candidate must be:

- a) nominated by 1 member in good standing;
- b) supported by 2 members in good standing; and
- c) submit a complete Nomination form and letter of support from their employer at least 8 days prior to the AGM

5.8 Except as provided in 5.4, a member in good standing may only nominate up to a maximum of 2 candidates.

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

5.10 The Association will make available to the members' information about each candidate before the start of the election.

5.11 A person may withdraw their nomination as a candidate at any point prior to the declaration of an election.

5.12 Once voting has begun, a person may not withdraw their name from the election.

Elections

5.13 If an election is necessary, the Association will hold the elections either:

- a) in person (secret ballot), or
- b) by electronic means.

5.14 The Association can conduct the election by electronic means in accordance with any requirements of the Societies Act provided that:

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

5.15 A member must be in good standing to vote during an election.

5.16 If after nominations there are an equal number of candidates as there are vacant positions on the Board, the CEO will not call an election. Those candidates will be announced as acclaimed to be directors of the Board at the AGM.

5.17 If after nominations there are fewer candidates than there are vacant positions on the Board, the CEO will not call an election. Those candidates will be announced as acclaimed to be directors of the Board at the AGM. The vacant positions will be addressed as per the Association's Bylaws.

5.18 If after nominations there are more candidates than there are vacant positions on the Board, the CEO will either initiate an election by electronic means or schedule an election by secret ballot during the AGM.

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

- a) inform the membership as to the requirements a person must meet to be nominated as a candidate;
- b) announce the persons who fulfilled the requirements to be a candidate;
- c) announce whether an election was held based upon the number of candidates;
- d) call for the election if by secret ballot or report out on the election if conducted by electronic means.

5.20 The CEO or an election administrator approved by the Board may do what is necessary to administer the election in accordance with the Societies Act.

Conduct of the Candidates During the Election

5.21 A candidate must always display respectful behaviour towards the association and other candidates.

5.22 A candidate must not use the Association's logo or resources as part of their campaign.

5.23 A candidate must direct all questions about the election to the CEO.

Administration of the Elections by Electronic Means

5.24 The CEO or an election administrator approved by the Board:

- a) will provide information to members regarding the electronic voting process;
- b) will establish a polling system for members to electronically vote;
- c) ensure only one vote per member can be cast; and d) open and close the polling system as required.

5.25 Upon the close of the polls for an electronic ballot, the CEO, in the presence of scrutineers will do the following:

- a) ensure only members in good standing have cast votes;
- b) confirm that only one vote per member has been cast;
- c) and tally the votes cast with the assistance of an election administrator approved by the Board.

Administration of the Elections by Secret Ballot

5.26 The CEO:

- a) will prepare the ballots and the ballot boxes for an in-person election;
- b) may appoint others to assist with the administration of the election;
- c) will ask for at least two (2) members to act as scrutineers for the election; and
- d) will count or designate an independent third party to count the ballots.

5.27 A member who serves as a scrutineer:

- a) must not be a candidate in the election;
- b) must not work for the same member as a candidate; and
- c) may still vote in the election.

5.28 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 CEO;
- b) the persons appointed by the CEO to assist with the administration of the election; and
- c) the members who serve as scrutineers.

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

5.30 Upon the close of the polls, the CEO, 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 assist with administration of the election in the presence of the scrutineers.

5.31 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 ineligible candidates;
- e) those which are identifiable as cast by a person or member 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.

5.32 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 of the area to be marked; and
- c) those which have 1 completed ballot and at least one blank ballot folded together.

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

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

Election Results

5.35 The CEO or an election administrator approved by the Board 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 from highest to lowest;
- c) the number of blank votes in total;

d) the number of illegal votes in total; and

e) if any, the number of illegal votes broken out in the categories as to the reasons why the votes are illegal.

5.36 If it is discovered after the vote has taken place but before the formal announcement of the results that a candidate is ineligible and has received the highest number of votes, the candidate with the next highest number of votes will be declared elected.

5.37 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.

5.38 If there are more candidates than there are vacant positions on the Board the CEO will:

a) 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

b) in the event of a tie for the final vacant position(s), the necessary steps of the election process will be repeated to determine the remaining position(s).

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

5.40 Once the CEO 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 CEO will advise the Membership.

After the Election

5.42 Following the declaration of results, if the election was conducted by secret ballot, the CEO 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 CEO will destroy all ballots and election results on the date which is 14 days after the date of the annual general meeting.

5.44 The CEO 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

This policy does not apply to appointed positions.

7 PROHIBITIONS

8 RELATED PROCEDURES, GUIDELINES, AND PUBLICATIONS

8.1 None.

9 REFERENCES

Category	
Approved by:	Board – November 30 th , 2017
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Last Review Date:	
Legislative Authority, if applicable	



BOD Nominations and Election Policy

SCHEDULE “A” DEFINITIONS

The Association is the British Columbia Municipal Safety Association.

Board is the Board of Directors for the Association.

Executive Committee is the President, Vice President, Treasurer and Secretary of the Board.

Candidate is 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;
- (d) has not withdrawn his or her name prior to the voting taking place; and
- (e) meets the requirements of the Societies Act.

Election administrator is an external party engage to support the election process.

Member in good standing is an Employer who continues to be registered in the Local Government Classification Unit of WorkSafeBC.

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Nominator is a representative of a member in good standing.

Scrutineer is a person who represents candidates at an election by observing any voting procedures and scrutinizing any ballot counting process.

Supporter is a representative of a member in good standing.



SCHEDULE “B” – NOMINATION FORM

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.

Table with 3 columns: Name of Nominator, Signature of Nominator, Local Government. Repeated for Name of Supporter and Signature of Supporter.

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 and that I must provide a letter of support from my employer.

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;



BOD Nominations and Election Policy

- (e) notify the Board of any actual or perceived conflicts of interest as soon as possible; and
- (f) fulfill all responsibilities and duties assigned to me by the Board.

Signature of nominee

Date

We request that you send your nomination, application, letter of support, and other inquiries or questions, to Mike Roberts, CEO, at mroberts@bcmsa.ca.