

## **Election Process for Officers of the Corporation and Committee Chairs**

**Policy Type:** Governance Process

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The Governance Committee has the responsibility for overseeing an orderly election process for Officers of the Corporation and Committee Chairs.

### **ELECTION PROCESS FOR OFFICERS OF THE CORPORATION AND COMMITTEE CHAIRS**

The process for the annual elections for Officers of the Corporation and Committee Chairs shall be as follows:

The Governance Committee will appoint a “Registrar” from the Committee (preferably an outgoing member) to oversee the election process.

Election of Officers of the Corporation will be held at the late November / early December Board meeting, and the election of Committee Chairs will be held at the later December Board meeting.

### **ELECTION OF OFFICERS OF THE CORPORATION - (CHAIR, VICE CHAIR, SECRETARY)**

Candidates will file an Expression of Interest for a specific position as an Officer of the Corporation (Board Chair, Vice Chair, and Secretary) to the “Registrar” two weeks prior to the late November / early December Board meeting. Each year the Registrar will provide at least two weeks notification of the dates to the members.

Members are eligible to stand for election as an Officer of the Corporation if the remaining term as a director on the Board does not expire during the 12 months that the office will be held, and nominations have been received from the Nominating Body prior to the Expression of Interest being submitted.

Board members will be notified by the Registrar of the candidates running as Officers of the Corporation the day after the close date for Expressions of Interest. The election of officers will be held by secret ballot at the late November / early December board meeting.

### **ELECTION OF COMMITTEE CHAIRS - (AUDIT AND FINANCE, PLANNING AND DEVELOPMENT)**

Candidates will file an Expression of Interest for the position of Chair of either the Audit and Finance Committee, or the Planning and Development Committee to the Registrar after the election for Officers of the Corporation and no later than five business days prior to the later December Board meeting. Each year, at least two weeks prior to the later December Board meeting, the Registrar will inform the members of the dates.

Members are eligible to stand for election as a committee chair if the remaining term as a director on the board does not expire during the 12 months that the office will be held, and nominations have been received from the Nominating Body prior to the expression of interest being submitted.

Board members will be notified by the Registrar of the candidates running as committee chairs the day after the close date for Expressions of Interest. The election for the committee chairs will be held by secret ballot at the later December board meeting.

### **VOTING PROCESS - 50% PLUS 1 OF THOSE VOTING**

A successful candidate for a position of an Officer of the Corporation, or a Committee Chair must have a clear majority support of the Board (50% plus 1 of those voting), and, if necessary to achieve this, a run-off vote will be held the same day.