

## Elected Directors Nomination Process and Election Procedures

### A. NOMINATION PROCESS

The Board will annually establish a nominations committee, the purpose of which is to nominate candidates to stand for election as Directors, the composition of which committee must include at least one Director whose term is not expiring at the next following annual general meeting.

The nominations committee must:

- (a) set a date for the close of nominations for the election of Directors each year, which date must be at least thirty (30) days before the annual general meeting.
- (b) at least forty-five (45) days before the annual general meeting, give notice to all Members of the date for the close of nominations; and
- (c) solicit and receive nominations.

Nominations must be in writing in a form approved by the nominations committee and must be signed by at least two Members.

A nominee must:

- (a) provide to the nominations committee the names of at least two (2) references, and contact information for those references; and
- (b) provide a resume.

A nominee must confirm in writing that the nominee:

- (a) has disclosed all personal, employment and business relationships with the Society and its employees, suppliers, contractors and Directors.
- (b) has disclosed all conflicts between the nominee's personal interests and those of the Society.

- (c) will disclose any conflicts of interest as soon as they arise; and
- (d) will comply with the Constitution and Bylaws, and any policies set by the Directors.

The nominations committee must:

- (a) ensure that the number of nominees equals or exceeds the number of anticipated vacancies.
- (b) review all information submitted by nominees, and ensure it is truthful and complete;
- (c) meet all nominees; and
- (d) review the nominees based on skills, experience, education, employment history, and ability to contribute as Directors, and report their overall suitability (suitable/not suitable) to the Directors immediately subsequent to the date upon which nominations close.

The Directors may, but are not required to, endorse nominees.

The nominations committee must send to all Members, with the notice of the annual general meeting, the following:

- (a) the name of all nominees; and
- (b) the number of positions to be filled and the terms of the positions.

## **B. ELECTION PROCEDURES**

The election of directors will occur at the annual general meeting and must be conducted as follows:

1. Members in good standing may cast votes electronically prior to the meeting. Votes will not be cast at the meeting itself.
2. No nominations will be permitted from the floor; only nominees whose names are circulated with the notice of the annual general meeting are eligible for election.
3. Each nominee will submit a 1-page maximum (double spaced, 12 -point font, one-inch margins) Candidate's Statement to be circulated to

members and posted on the Victoria Division’s website at least three weeks prior to the annual general meeting.

4. Electronic voting using a third-party service will commence one week after Candidates’ Statements have been circulated/posted online.
5. Electronic voting will be open for at least one week.
6. An independent monitor will tabulate the electronic votes with oversight from the Nominations Committee.
7. The independent monitor will provide the Chair with the results. The Chair will announce the results at the annual general meeting.

<b>Date revised</b>	<b>Date Approved</b>	<b>Next Revision Date</b>
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