

# POLICY AND PROCEDURES MANUAL

## 5.2.8 ELECTED OFFICER ELECTIONS

### Policy

To ensure a fair, democratic process for Elected Officer (Provincial Executive Committee and Regional Council Member) elections.

### Procedure

#### Elected Officer Election Process

1. The Nominations Committee chair will conduct and oversee the election, including reporting the results of the election to the President.
2. The entire election timeline, including the nomination, official campaigning and voting periods, will not be more than ten (10) weeks in length.
3. The Nominations Committee will determine the voting method as well as the election timeline and present their recommendation to Council for approval.
4. BCNU climate goals will be respected and maintained throughout the entire election process.
5. At least six (6) weeks in advance of the Elected Officer election, the Nominations Committee chair will issue a call for nominations in a manner aimed at reaching as many Members as possible. Position descriptions, required qualifications, election rules and candidate responsibilities related to the election will be posted for potential candidates to review.
6. Despite (5), the process for elections will be:
  - (a) Nominations for the positions of President, Vice-President, Provincial Treasurer and the two (2) Executive Councillors may be presented by any four (4) individual Members on the nomination forms provided for their use.
  - (b) Nominations for the twenty (20) Regional Council Member [positions/offices] may be presented by any four (4) individual Members from the applicable region on the nomination forms provided for their use.
  - (c) All nomination forms must be received by the Committee by the close of nominations. Late submissions will not be accepted.
  - (d) Nominations will close fourteen (14) days prior to the election or longer as determined by the Nominations Committee.
  - (e) If there is only one nomination for any given position, the Nominations Committee chair will declare that candidate elected by acclamation.
    - i. In the event that there are more candidates than openings for a given position, the candidate receiving the largest number of votes will be declared elected.
    - ii. Where there are two openings for a given position, the candidates with the largest and second-largest number of votes will be declared elected.
  - (f) Any Member in Good Standing may submit a nominations form.
  - (g) The Nomination Committee chair will ensure candidates are Members in Good Standing, and that there are no outstanding issues between BCNU and the candidates. Should information pertaining to inappropriate or adverse manners or actions which might impact provincial

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representation be forthcoming, this information will be shared with Members. The candidates will be informed in advance of such disclosure.

- (h) The Nominations Committee will receive and approve the biographical sketch and statement of objectives from each candidate. These will be published in electronic/printed form and made available to the Membership.
- 7. Candidate responsibilities during the election will be defined by the Nominations Committee.
- 8. Candidates will be funded, including travel, wage replacement and accommodation as per existing Finance policies:
  - (a) To attend the all candidates meeting(s) held at the Annual Convention; and
  - (b) To participate during the election timeframe in provincial opportunities for Member interaction, such as one or more telephone town halls which would be based at the BCNU provincial office
- 9. The Nominations Committee will investigate, resolve and remedy election process complaints received on the election complaints form.
  - (a) Where the Committee investigates a complaint relating to a disputed statement made by a candidate, the Committee will determine after the resolution of the complaint whether the statement can be republished.
- 10. In the event of a tie vote, the Nominations Committee chair will conduct a run-off vote between the tied candidates, within seven (7) days.
- 11. Vacancies in Elected Positions will be filled in accordance with the Constitution and Bylaws.

## Special Election

The Special Election Process will follow the General Election Process.

1. Within 14 days of becoming aware of a permanent vacancy, the President or Chief Executive Officer or designate will inform Council of the need for a Special Election, calling a special meeting of Council if needed, so as to not delay the election process.
2. Within 14 days of becoming aware of a permanent vacancy, Council will inform the Nominations Committee of the need for the Special Election to fill the vacancy.
3. The election time line will be determined by the Nomination Committee and be approved by Council prior to the Special Election.
4. The entire special election timeline, including nomination, campaign, and voting periods shall not be more than 4 weeks in length.

## Policy Footnotes

<b>Section</b>	5 Governance and Administration
<b>Sub-section</b>	5.2 Council
<b>Policy Number</b>	5.2.8
<b>Council Approved</b>	20-01-16
<b>Council Revised</b>	21-01-20
<b>Further reading</b>	