

POLICY AND PROCEDURES MANUAL

5.4.11 HUMAN RIGHTS AND EQUITY PROVINCIAL CHAIRS AND REGIONAL REPRESENTATIVES

Policy

To establish and maintain consistent election processes for the Human Rights and Equity provincial chairs and Regional representatives.

Procedure

Provincial Chairs

1. In January 2024 and every three (3) years thereafter, the Regional representatives will elect a chair and vice-chair for the remainder of the term.
2. The Council liaison will facilitate the election process.
3. A call for nominations will be sent to all elected Regional representatives of the caucus or network, pursuant to the timelines established in Policy 5.5.2 – Regional Elections.
 - (a) Nominations will open at noon (1200 hours) on the second Monday of January;
 - (b) Nominations will close fourteen (14) calendar days later at noon (1200 hours);
 - (c) A list of candidates, including a biographical sketch and statement of objectives, will be sent to the elected Regional representatives of the caucus or network on Monday after the close of nominations; and
 - (d) Electronic voting will open the next day, Tuesday, at noon (1200 hours) and will close on Friday at noon (1200 hours).
4. The Council liaison will declare the candidate receiving the largest number of votes elected as chair and the second largest number of votes elected as vice-chair.
5. Should there be a tie vote, a run-off vote will be conducted. Should a tie vote occur a second time, the Council liaison will randomly draw a name from the tied candidates.
6. If the caucus or network chair position becomes vacant a special election will be conducted pursuant to the timelines established in Policy 5.5.2 – Regional Elections.

Provincial Vice-Chair

1. Should the elected provincial chair become temporarily absent, the vice-chair will assume the role of the provincial chair, for the absent period, until the return of the incumbent.
2. Any provincial vice-chair assuming the role of the provincial chair will have the same rights, role, and responsibilities as the provincial chair for the balance of the absent period, until the return of the incumbent.

Regional Representatives

1. Each Region will have one elected voting representative and one alternate per caucus or network.

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2. The Regional caucus or network will elect a Regional representative in the fall of 2020 and every three (3) years thereafter.
3. The term will be three (3) years, commencing January 1st, in the year following the Province-wide elections.
4. The call for nominations will be sent to all Members in the Region on the second Monday in October, pursuant to the timelines established in Policy 5.5.2 – Regional Elections; and
 - (a) The call will contain the:
 - i. Regional representative position;
 - ii. Roles and responsibilities document for the position;
 - iii. Election timeline with specific dates and times;
 - iv. Expectation that nominees will identify with the caucus or network; and
 - v. Explanation that the candidates will be chosen by Members who identify with the caucus or network.
 - (b) Nominations will open at noon (1200 hours) on the second Monday of October;
 - (c) Nominations will close fourteen (14) calendar days later at noon (1200 hours);
 - (d) A list of candidates, including a biographical sketch and statement of objectives, will be sent to eligible voters on Monday after the close of nominations;
 - i. To be declared eligible to vote in the election, Members must have logged into the Member Portal and identified with a caucus or network prior to the close of nominations in 4(c) above; and
 - (e) Electronic voting will open the next day, Tuesday, at noon (1200 hours) and will close on Friday at noon (1200 hours).
5. The BCNU office will notify the RNR of the election results after electronic voting closes. The RNR will notify the candidates and the Regional Council Member(s).
6. If there is only one nomination, the RNR will declare that candidate elected, by acclamation.
7. If there are multiple nominations, the RNR will declare the candidate receiving the largest number of votes elected as the Regional representative and the candidate receiving the second largest number of votes elected as the alternate.
8. Should there be a tie vote, a run-off vote will be conducted in the following month. Should a second tie vote occur, the RNR will randomly draw a name from the tied candidates.
9. If the Regional caucus or network representative position becomes vacant, and there is no alternate, a special election will be conducted by the RNR in the next monthly election cycle, following the process for the regular caucus or network election.

Alternates to HRE Caucuses and Networks

1. Should the elected representative seat become vacated, the alternate will assume the role of the elected representative for the balance of the term, or the interim period if the vacancy is temporary.
2. Any alternate assuming the role of the elected representative will have the same rights, role, and responsibilities as the elected representative for the balance of the term, or return of the incumbent.
3. The vacant alternate position may be filled at the request of the Regional Nomination Representative, after consultation with the Regional Council Member, by special election for the balance of the term.

Vacancies

1. Notwithstanding the election process noted above, any vacancy occurring in an elected office of the following:

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- (a) Three (3) months or less, may be filled by appointment as selected by the Regional Executive, following a call for an expression of interest from Members who have identified with the caucus or network; or
 - (b) More than three (3) months, must be filled by special election for the remainder of the vacancy or term.
2. If a Region is unsuccessful at filling a position by expression of interest or special election, the Regional Executive Committee may appoint a representative who has identified with the caucus or network for a maximum duration of three (3) months, after which another special election must be called.

Resignation or Termination of Office

1. HRE Representatives may resign at any time and must provide written notice to the Regional Council Member and the Staff supporting the caucus group.
 - (a) The Regional Council Member would inform the Membership Department of the HRE Representative resignation date; and
 - (b) The Staff support would notify the IT department of the resignation date.
2. Upon completion of the term of office, the Staff support will notify Membership and the IT Departments of the HRE Representatives leaving their role.

Observer Attendance at Caucus or Network Meetings

1. Observers may:
 - (a) Attend Meetings upon consensus of the provincial chair, the Council liaison, and the respective Regional Council Member;
 - (b) Have a voice, but may not make any motion, or vote;
 - (c) Only attend if the total Regional representative (i.e. sixteen (16) Members in total) complement is not met; and
 - (d) Only attend if there is no increase to the budgeted cost of the Meeting.
2. Observer attendance should be allocated in a fair and consistent manner.

Budgets

1. Provincial chair and Regional representative budgets are approved for the entire year and should be planned accordingly.
2. The Regional Executive Committee may allocate budgeted salary reimbursement or funding from vacant HRE regional representative positions to non-vacant HRE regional representative positions no earlier than October 31 of the calendar year, for the remainder of the calendar year only.
3. Any exception must be approved by the Provincial Treasurer.

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Policy Footnotes

Section	5 Governance and Administration
Sub-section	5.4 Committees
Policy Number	5.4.11
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