

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; and

- (h) The Nominations Committee will receive and approve the biographical sketch and statement of objectives from each candidate. These will be published and made available to the Membership.
7. Candidate responsibilities during the election will be reasonable and 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 – Elected Officers - Provincial Executive Committee

The Special Election Process will follow the General Election Process.

1. Within fourteen (14) days of becoming aware of a permanent vacancy, the President, Chief Executive Officer, or designate will inform Council of the need for a Special Election by calling a special meeting of Council if needed.
2. Within fourteen (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 four (4) weeks in length.

Special Election – Elected Officers – Regional Council Members

1. Within fourteen (14) days of becoming aware of a permanent vacancy, the Regional Council Member(s) or Regional Executive Committee will request that the Nomination Committee conduct a special election.
2. The call for Nominations will be sent to Members on the second Monday of the month by the BCNU Office.
 - (a) Members will receive the special election timeline with specific dates and times for the election process; and
 - (b) Members will receive information on accessing the Regional Nomination Forms and Regional Executive roles and functions.
3. Nominations will open at noon (1200 hours) on the second Monday of the month.
4. Nominations will close fourteen (14) calendar days (two weeks) later at noon (1200 hours).

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5. A list of candidates, including Biographical Sketch and Statement of Objectives, will be sent to Regional Members on Monday after the close of nominations.
6. Electronic voting will open the next day, Tuesday, at noon (1200 hours) and closes Friday at noon (1200 hours).
7. The Provincial Office will notify the Nomination Committee of the election results after electronic voting closes.
8. In the event of a tie, the Nomination Committee will conduct a run-off vote in the next monthly election cycle.
9. The electronic ballots will be kept for seven days after the vote closes.

Policy Footnotes

Section	5 Governance and Administration
Sub-section	5.2 Council
Policy Number	5.2.8
Council Approved	20-01-16
Council Revised	15-09-22
Further reading	