

## COLLEGE OF VOCATIONAL REHABILITATION PROFESSIONALS

### NOMINATION and ELECTION PROCEDURES 2017-2019

#### 1. NOMINATING COMMITTEE

##### a. Composition.

The Nominating Committee shall be set up annually two (2) months prior to the date set for the next Annual General Meeting at which an election of Directors is to take place. It shall consist of the Immediate Past President, who shall be the Chair, and two Members, one of whom shall be appointed by the Board, and one member who shall be elected by the Members at each AGM. The term of the members of the committee shall end upon the completion of the election for which the committee has prepared its' nominations.

##### b. Procedures

- i. No later than 3 months before the date set for the next AGM at which there shall be an election of Directors, the Chair of the Nominating Committee shall send a nominee solicitation letter to all Members in good standing. The letter shall state the eligibility criteria for Board positions, the number of positions to be elected, and indicate the date for the return of names of nominees to the Chair.
- ii. A Member may nominate more than one person, but each nomination shall be accompanied by a seconder to the nomination. The proposer, nominee and the seconding Member shall all be Members in good standing.
- iii. Each nomination form shall include the signature of the proposer and the seconder of the nomination as well as the written consent of the nominee.
- iv. A Nominee shall provide information on relevant experience, a statement not to exceed 100 words supporting suitability for board membership and a statement that all information is correct.
- v. The nominee shall also complete and submit a Candidate Information Sheet as may be approved by the board from time to time upon the recommendation of the Nominating Committee or otherwise as the case may be..
- vi. The Nominating Committee may solicit nominations directly. In the case of nominations by the Committee the Committee shall be the proposer and no seconder need be named.
- vii. The Nominating Committee shall confirm eligibility of all nominees.
- viii. If it is determined that a nominee is ineligible, the Chair shall send a letter to the nominee with an explanation. The nominee shall have 14 days from date of receipt of the letter in which to appeal this decision.
- ix. The President shall make a final determination within 14 days of receipt of the letter of appeal.
- x. The report of the Nominating Committee shall include all candidate information forms and be submitted to the Board no later than 15 days prior to the date on which the Notice of Annual General Meeting is to be sent, which date shall be no less than 10 days before such meeting.

## **2. AGM NOMINATION PROCEDURES**

- a. The Chair of the Nominating Committee shall present a report at the Annual General Meeting at least two hours before the opening of the polls, at which time nominations may be made from the floor, provided that the written consent of such nominees are obtained together with all other information required for nomination.
- b. All information about nominees must be distributed to all delegates before the vote.
- c. The Nominating committee shall confirm the eligibility of all candidates nominated from the floor and add names to the ballot.
- d. There shall be no campaigning by candidates

## **3. ELECTIONS**

- a. The President shall appoint an Election Committee consisting of 2 Members.
- b. The Election Committee shall supervise the voting procedures, as set out in the Standing Rules of Order for the AGM or Robert's Rules of Order, as the case may be, count the votes and present the final result to the AGM body together with a signed report to the Board.
- c. The Committee shall destroy all ballots after obtaining the permission of the AGM body.