

	POLICY or PROCEDURE NAME: CEMA Election Procedures	
	APPROVING BODY: Board of Directors	NUMBER: 006
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NEXT REVIEW DATE: May 2016	COMMITTEE OVERSIGHT: Nominating Committee	
ACCOMPANYING DOCUMENTATION: <ul style="list-style-type: none"> Nominating Committee Mandate Elections Record of Directors (Provides Terms and Dates) 		

CEMA Election Procedures

Article 10.1 of the CEMA Bylaws states, “The Board shall develop policies as needed, including but not limited to: e) Election procedures.”

1. Nominations of candidates to fill the various board director or officer positions will be called for at least 30 days prior to the Annual General Meeting (AGM) of the Association, by email to active members. Only active members in good standing may be nominated to hold office.
2. The call for nominations will state instructions and time lines for bringing forward nominations to the Nominating Committee. All nominations will be collected prior to the AGM.
3. The call for nominations will state clearly the number of members to be elected for each available board position and will describe in detail the duties required of members elected and the term of service. At the Annual General meeting, the presiding officer will reiterate this information and will note that the list of nominees brought forward through the call for nominations process have agreed to serve in the described capacity, either by being present at the AGM or by acceptance of nomination in writing.
4. Any active member in good standing may appear and nominate for office any member present provided he/she is in good standing, or any active member in good standing not present, if his/her acceptance of nomination is presented in writing.
5. In the case where there is only one candidate for the office, the Secretary-Treasurer or President (depending on which position is not up for election) shall be instructed to cast the unanimous vote for the candidate. The presiding officer shall then declare him/her duly elected.
6. In the case where there is more than one (1) candidate for a position, the presiding officer at the AGM will announce the pre-select three (3) poll clerks who will distribute, collect and count ballots.
7. Each nominee for the contested position may appoint a scrutineer to observe the ballot count.
8. The results of the balloting shall be announced to the meeting immediately after the count has been completed.

9. The candidate(s) acquiring the most votes will be declared elected and the usual motions to destroy ballots will be entertained.
10. Newly elected officers will assume their duties as of the first meeting of the Board after the AGM.
11. Outgoing directors and officers will turn over all Association property in their possession to their successors in office on or before the first meeting of the Board after the AGM.
12. Any member in good standing shall have the right to vote at any meeting of the Association. Votes must be made in person and not by proxy or otherwise.
13. Members of the Board shall be elected by the members in accordance with the CEMA Election Procedures Policy unless otherwise provided for in the CEMA Bylaws.