



Election Procedure

For the CAPL Board of Directors (BOD)

Approved by BOD April 4, 2017

September

- Past President to make a formal request to the Director of Communications to reserve the following space in the Negotiator for Elections:
 - Jan - 1/2 page - call for nominations and introduce Nomination Committee
 - Feb - 1/2 page - call for nominations
 - March - cover page and 1/4 page with April GM – call for nominations
 - April - 1/4 to 1/2 page - reminder to vote
- Past President to have CAPL Office run an ad on the CAPL website from Sep 15 – Oct 15, seeking members to volunteer for the Election Nomination Committee. Past President to prepare mass email for members and send to President and CAPL Office to be sent to members. (Note: it would be beneficial, but not mandatory, to have committee members with past experience serving on the BOD who have familiarity with the operations of CAPL to assist in identifying and recruiting the best possible new BOD election candidates).

November

- Past President to form the Election Nomination Committee to include the Past President, acting as Chair, plus not less than 3 or more than 5 other CAPL Active/Life/Senior Members recruited and selected by the Nomination Committee Chair (“Chair”).
- Determine Nomination Deadline (30 days prior to April Election-General Meeting).
- Organize initial meeting of Nomination Committee to coordinate plan for identification and solicitation of candidates. Chair to acquire spreadsheet of potential nominees from previous election year from previous Chair. Informal solicitation is immediately commenced by all committee members to start compiling a list of potential nominees.

December

- By December 1, submit notice of upcoming election details for publication in January Negotiator including:
 - Nomination Deadline
 - Nomination Committee Members(to be included with the ½ page reserved space for the Election Campaign Poster)
- At the December BOD Meeting (first Tuesday in December), inform the BOD of the names of the Election Nomination Committee members—for information only, Board approval of the committee members not required in order for committee to remain autonomous and at arms-length from the current BOD.
- Coordinate with General Meetings Committee for display of election poster ad (on easels) at the December, January and February General Meetings.
- By last week in December, submit election campaign poster to Communications Committee for February Negotiator.



January

- Chair to prepare and send mass email for members regarding Nomination Committee and request for nominations.
- At the January BOD Meeting, Chair to request all members of the BOD to each provide the Chair with a list by January 15 of not less than two (2) names of potential candidates for nomination.
- Chair to coordinate with the CAPL Office to ensure the Notice of Candidacy (Candidacy Sponsor) and Bio forms for the upcoming election are published on the CAPL Website.
- Chair to ask President to make announcement regarding upcoming elections at January and February General Meetings asking members to volunteer for the election or submit nominations (see nominations form on CAPL website).
- For those BOD members reaching the end of their term, the Chair will determine if they will/can run for another term (Directors can only sit for two 2 year terms at which time they must either move up to the position of Vice President (or President) or step down from the BOD for one year before running again.
- Chair to contact all current Directors in confidence on their interest in running for position of Vice President (or President) and confirm current Vice President's intent to run for President.
- Current President to ask each returning Director for their preference to retain their current portfolio or switch to a different portfolio for the ensuing 2nd year of their current term. Current President to then advise Chair by January 15 which portfolios will likely be vacated and assigned to newly elected Directors.
- By January 15, Chair to collect list of not less than (2) nominees named by each member of the BOD as requested at the December BOD meeting.
- Organize meeting(s) with Nomination Committee to compile formal listing of potential candidates and commence process of contacting nominees to confirm their candidacy and start collection of the Notice of Candidacy (Candidacy Sponsor) and Bio forms (see forms on CAPL website – to be complete by Nomination Deadline)

February

- By Feb 1, Chair to create submission and send to Communications Committee for front page and call for nominations blurb for March Negotiator.
- Chair to prepare and send mass email for members regarding Nomination Committee and request for nominations.
- Nomination Committee will have confirmed the required number of candidates for the election.
- At the February BOD Meeting, Chair will identify those BOD members who will be retiring and those who will allow their names to stand for election for another two year term.
- Ongoing coordination by Chair with Nomination Committee for status updates on number of candidates solicited and confirmed and preferences of portfolio(s). Nomination Committee to determine whether further solicitation required to find sufficient/adequate number of candidates for all available portfolios. This activity may continue up until the March Nomination Deadline.



March (Nomination Deadline)

- By Mar 1, Chair to create submission and send to Communications Committee for April Negotiator reminder to vote. Chair to prepare and send mass email for members regarding reminder to vote.
- All candidates, including those current Directors running for a second term and those running for President & Vice President, will prepare/complete a Notice of Candidacy (Candidacy Sponsor) and Bio form, including supply a *.jpeg picture, and have them submitted in digital format to the Chair and CAPL office by the Nomination Deadline. Note: the Director election candidates are allowed and encouraged in their Bio to identify their preferred portfolio(s) and address their reasoning and strengths for appointment to each such portfolio to assist the membership in voting for those candidates they feel will best fill the available seats on the BOD, potentially tasked with overseeing one of the portfolios being vacated by an outgoing Director or as a result of a current Director asking to switch portfolios for the 2nd year of their term. However, following the election results, the President and Vice President will still have the sole discretion to assign or re-assign any portfolio to the existing or newly elected Directors as is seen fit to best serve the needs of the BOD and the CAPL.
- Chair to coordinate with the CAPL Office to have the Election Brochure compiled with the Bios (with candidates' pictures) and published on the CAPL Website.
- Chair to ask the CAPL Office to contact the CAPL auditors, currently Deanna Stuart of Numeris LLP, and forward him/her a list of the election candidates, he/she will draw the order for the paper ballot and forward this information to the CAPL Office. The order for the electronic ballot will be randomly drawn by Election Buddy when each member votes.
- Chair to work with the CAPL Office to prepare ballot (electronic voting) instructions and mass email for members. Ballot instructions are to direct voting members to the website for accessing the Election Brochure.
- Chair to work with Technology Committee to ensure electronic voting software is tested and ready for election.
- All candidates will be directed by the Nomination Committee that, while friendly and modest lobbying for votes is acceptable, use of mass emails and the use of the membership contact list (CAPL Roster) for such purposes are strongly advised against, frowned upon and seen as inappropriate. Candidates are recommended to communicate to the membership for solicitation of votes using the CAPL Group connection on www.linkedin.com.

April (Election Ballot Delivery/Collection)

- Election ballots (electronic) must be in the hands of the membership a minimum of 8 days prior to the election date. Mass email with electronic voting instructions to be emailed to members well in advance of this date. For any members who do not have email, paper ballots will be mailed.
- Ballots (electronic) will be accepted up to 10:00 a.m. on election day.
- The CAPL Office will gather paper ballots up to 4:00pm the day prior to the election day and will deliver them unopened to the Auditor.



April Election-General Meeting

- The Nomination Committee Chair and auditor, currently Deanna Stuart of Numeris LLP, to be in attendance to download the election results prior to the meeting. The auditor will tally any paper ballots and add these results to the electronic election results.
- Election results are to be announced at the end of the meeting.
- Chair announces election results for position of President, Vice-President and new Directors (total number of ballots received and number spoiled, if any), as well as names of returning Directors and asks the members at the meeting for a motion to have the ballots destroyed after counting has been verified by the auditor and results are announced at the meeting.