

ELECTION OF OFFICERS POLICY AND PROCEDURE OF THE CANADIAN COUNCIL OF SOCIAL WORK REGULATORS

This Election of Officers Policy and Procedure (the "**Policy**") shall guide the election and appointment of officers of the Canadian Council of Social Work Regulators (the "**Corporation**").

1) ROLE OF THE BOARD OF DIRECTORS

The board of directors of the Corporation (the "**Board**") shall set the date for each election of officers and may, from time to time, determine or amend this Policy and any other procedures to be followed in carrying out an election of officers.

2) OFFICES OF THE CORPORATION

The officers of the Corporation shall be as follows:

- chair and president,
- vice-chair and vice-president,
- secretary,
- treasurer, and
- member-at-large.

An individual may hold 2 offices but the minimum number of individuals to be appointed as officers shall be four (4).

3) TERM OF OFFICE

The term of office for an officer shall be two years, subject to anything contained the by-laws of the Corporation. The term of office for an officer is calculated from the date the Board resolves to appoint the officer.

4) ELECTIONS COORDINATOR & NOMINATION:

The Board shall appoint an individual as the Elections Coordinator (the "**Elections Coordinator**") at the meeting of the Board that takes place contemporaneously with each annual general meeting of the members, or at any other time as the Board determines is appropriate.

The Elections Coordinator shall be a person holding an administrative position with the Corporation, and his or her tasks will consist of supervising and administering the nomination and election of officers in accordance with this Policy, and in particular, the Election of Officer Schedule attached hereto as Schedule "A".

5) ELIGIBILITY FOR NOMINATION

An individual is eligible for election as an officer of the Corporation if, on the date of nomination, the person:

- (a) is a director of the Corporation;
- (b) is not less than 18 years of age;

- (c) is not a represented adult as defined in the *Adult Guardianship and Trusteeship Act* of Alberta and is not the subject of a certificate of incapacity under the *Adult Guardianship and Trusteeship Act*;
- (d) is not a formal patient as defined in the *Mental Health Act*;
- (e) is not the subject of an order under the *Mentally Incapacitated Persons Act*, RSA 1970 c232, appointing a committee of his/her person or his/her estate or both; and
- (f) has not been found to be a person of unsound mind by a Court elsewhere than in Alberta.

A director of the Corporation may nominate himself or herself as a candidate for office.

6) ELECTIONS & ELIGIBILITY TO VOTE

Only directors of the Corporation shall be eligible to vote to elect the officers of the Corporation. A director may only vote for one individual for each office, but may cast more than one vote for a candidate provided the votes are for different offices.

Voting shall be conducted by secret ballot using the electronic procedures to be provided by the Elections Coordinator.

If there is a tie vote, the Elections Coordinator shall inform the Board and a second round of voting shall be taken.

If a person is elected to more than one office and is unable to occupy all of the offices to which he or she is elected without violating the "four person" minimum requirement in Section 2 of this Policy, then the person elected to more than one office shall inform the Elections Coordinator as to which office(s) he or she wishes to hold. The person with the next highest number of votes for the office(s) not selected shall be deemed to be elected to that office.

7) ACCLAMATION

If, after the Nomination Deadline (as defined in Schedule "A") has passed, only one person is nominated for any office, the person, so long as he or she is eligible to be an officer of the Corporation, shall be elected to that office by acclamation of the Board.

If, after the Nomination Deadline (as defined in Schedule "A") has passed, no person is nominated for an office, the Elections Coordinator shall inform the Board and the Board will request a volunteer to stand for appointment to that office and that volunteer, so long as he or she is eligible to be an officer of the Corporation, shall be elected to that office by acclamation of the Board.

8) ELECTION RESULTS & FORMAL APPOINTMENT

The Elections Coordinator shall notify each candidate of the results of election as soon as practicable following the closing of the Voting Period (as defined in Schedule "A"). With the exception of the circumstances described in Sections 6 and 7 above, the candidate who received the highest number of votes for each office shall be appointed to the office.

Once all candidates have been informed, a special meeting of the Board shall be called and the Board shall resolve at that special meeting to appoint all elected and acclaimed candidates to their respective offices for a term of 2 years.

Amended June __, 2018

**SCHEDULE "A" - ELECTION OF OFFICERS SCHEDULE OF THE CANADIAN
COUNCIL OF SOCIAL WORK REGULATORS**

	Activity
At least 45 days before election	<ul style="list-style-type: none"> • Elections Coordinator provides written notice regarding the election of officers to each member of Corporation with the following information: <ul style="list-style-type: none"> ○ the deadline for returning nominations; ○ the date of the election; ○ the Policy; and ○ a "Nomination Package" consisting of: <ul style="list-style-type: none"> ▪ a Nomination Form, ▪ a Biographical Summary Form, and ▪ a Personal Statement Form.
20 days before election ("Nomination Deadline")	<ul style="list-style-type: none"> • Nomination Packages, which must be signed by the candidate and at least one member of the Corporation, must be fully completed and received by the Elections Coordinator by fax at _____ or e-mail at _____. • For clarity, Nomination Packages must be received by the Elections Coordinator no later than the Nomination Deadline for the nomination to be valid. Any Nomination Packages received after the Nomination Deadline will be discarded. • Any office with only one nomination or no nomination shall be dealt with in accordance with the Policy.
At least 7 days before election	<ul style="list-style-type: none"> • Elections Coordinator prepares and sends to all directors of Corporation: <ul style="list-style-type: none"> ○ a list of candidates nominated for each office, ○ the Nomination Package of each candidate, and ○ an explanation of the electronic voting procedures.
From 4 days before the election to 4:59 p.m. MST on the day of the election ("Voting Period")	<ul style="list-style-type: none"> • Directors of Corporation can vote for the candidates by secret ballot using the electronic procedures provided by the Elections Coordinator.
5:00 p.m. MST on the election day	<ul style="list-style-type: none"> • Voting closed.