

Election Procedures for Members

The Annual Board of Directors Election is fast approaching and will be held on a date yet to be determined in **[insert month]**.

Number and Term of Directors:

At this election we will be electing **[insert number of directors to be elected]** of **[insert total number of directors on your board]** directors. **[insert names]** will remain on the Board to fulfill their 2 year term. Directors are normally elected for a two year term, unless they are being elected to fill a vacancy created by a resignation. If that is the case then the new director will be elected for the period of time remaining on the term of the director who resigned. This will allow the Co-op to keep its normal rotation of directors and to maintain continuity of the Board's work. (i.e. there will always be Board members who know the business that the Board was working on before the election so that it can be carried on.)

Qualifications of Directors:

- Must be at least 18 years of age and a Member of the Co-op
- Must be a resident Canadian
- Must not be an undischarged bankrupt
- Must not be mentally incompetent
- Must not be in arrears to the Co-op
- **[insert other qualifications the co-op has included in their Organizational By-law]**

Nomination of Directors:

Any Member may nominate him/herself or any other Member of the Co-op who meets the qualifications listed above. Members can nominate as many Members as they wish. Each nomination must also be seconded by another Member of the Co-op. Once a nomination has been made and seconded the Member being nominated can accept or decline the nomination. If they accept it they will need to sign the nomination form certifying that they meet the qualifications to be a director and they agree to run for a position on the Board of Directors. Please use the attached nomination forms to make nominations. If you need more nomination forms or to drop off completed nomination forms please see the Elections Committee which consists of **[insert name]** in Unit # **[insert unit #]** or **[insert name]** in Unit #**[insert unit #]**. Nominations can also be received from the floor at the meeting.

Voting for Directors:

Voting will be done by ballot. The ballots will include the names of all declared candidates who accepted their nomination 48 hours in advance of the meeting and will also have blank lines to allow Members to vote for any candidates nominated at the meeting.

Each Member will vote for **[insert # of directors to be elected]** candidates on your ballot. Any ballot with more or less than **[insert # of directors to be elected]** votes will be void and will not count in the election. No candidate can receive more than one vote from any Member. All votes will be cast at the General Members Meeting and quorum shall be maintained throughout the voting period.

Once all votes are cast the Elections Committee will count the votes, announce the results of the election. The co-op's Organizational By-law will state whether or not

the announcement will contain the number of votes for each candidate, of if the number of votes will be recorded in the minutes of the meeting. After the meeting, the ballots will be sealed and kept in the office for the period of time specified in the Organizational By-law. If no Member requests a recount then these ballots will be destroyed after the specified period has expired.

Meet & Greet the Candidates:

The Elections Committee will host an informal Meet and Greet where the Members can come to the Common Unit have some refreshments and talk to the declared candidates. The date for this meet and greet will be announced as soon as it is determined.

Questions?

If you have any questions about the election procedures please feel free to contact the Elections Committee which consists of **[insert name]** at Unit # **[insert unit #]** or **[insert name]** at Unit # **[insert unit #]**.