



## **ELECTION OF OFFICERS – CALL FOR NOMINATIONS**

Members of the Election Commission shall seek nominations for the following positions:

EXECUTIVE: PRESIDENT; VICE-PRESIDENT (Administration); VICE-PRESIDENT (Programs); SECRETARY; and TREASURER.

BOARD: 5 Directors to be elected at large.

Nominations are to be received by the Secretary no later than September 21, and may be submitted by either e-mail or postal service, in accordance with the Election Guidelines below:

### **CDJA Election Guidelines**

1. Electoral rights. All regular and Emeritus members of the Association, paid up and in good standing, shall have the right to nominate, stand for office, and vote, in any election. For the purposes of elections, the country shall be divided, East and West. East to be defined as Ontario, Quebec, New Brunswick, Nova Scotia, Prince Edward Island or Newfoundland & Labrador; West to be defined as Manitoba, Saskatchewan, Alberta, British Columbia, Yukon, Northwest Territory or Nunavut.
2. Members may nominate any fellow member for any of the 5 Executive Positions, but may ONLY nominate fellow members resident in the same Zone of the country as themselves for the position of director. A member may put forward as many nominations as he chooses.
3. A member may vote for 1 person for each of the Executive Positions, but he may vote for a maximum of 2 candidates for the position of director in his Zone.
4. The Board of Directors, by June 1st in an Election year, shall appoint an Election Commission comprised of three members of the Association in good standing. This commission shall oversee all aspects of the Election with the exception of the duties carried out by the Returning Officer. If, after all nominations have been received, there is not a full slate of nominees, the commission shall search for members to fill any vacant positions. In no case shall the Election Commission put forward a slate of officers prior to asking for nominations from the membership.
5. The Board shall appoint a Returning Officer by June 1st in an Election year. The Returning Officer shall not be an Association member. Their duties shall consist of receiving and processing of completed ballots. The Returning Officer shall provide the Election Commission with the election results by December 10. The Returning Officer shall receive an Honorarium.

6. The Election Process shall be:

- A) The Election Commission, through the Secretary, shall call for nominations in the Association's newsletter prior to September 1st. The newsletter shall contain the election guidelines and list the positions available for nomination.
- B) The Association Secretary shall receive nominations no later than September 21st by means of e-mail or postal service. The following applies:
- 1) The nominator shall provide the name of the nominee and a seconder to the nomination.
  - 2) If the nomination is to be mailed it shall be accompanied by a statement of acceptance signed by the nominee and the signature of the seconder.
  - 3) If the nomination is to be sent by e-mail it must include the name and e-mail addresses of the nominee and the seconder to the nomination.
  - 4) For any nomination received by e-mail, the Association Secretary shall communicate with the nominee and seconder by e-mail, to verify their acceptance.
- C) Ballots shall be sent to the membership by October 15th. Ballots may be sent via e-mail or by postal service.
- D) Completed ballots must be received by the Returning Officer by December 1st. Members may return completed ballots either via e-mail with their name and address legibly printed on the ballot form or by postal service. If using postal service, the Ballot shall be placed in an unmarked plain envelope to be placed inside another envelope, which shall identify the sender's name and return address. The Returning Officer shall verify that the voter is on the membership list. The Returning Officer shall be the only person privy to the voter's information.
- E) The Returning Officer shall notify the chairperson of the Election Commission of the results of the election no later than December 10th.
- F) All ballots shall be retained by the Returning Officer for 90 days upon completion of the election, at which time they may be destroyed.
- G) The winning candidates for the 5 executive positions shall be those obtaining the highest number of votes from both Zones. The winning candidates for the 5 Directors at Large shall be the two in each Zone obtaining the highest number of votes from their Zone, and the candidate obtaining the higher number of votes between the 2 third place finishers. (2 from East; 2 from West; best of 3rd's) .

Time Line

1. The Board of Directors, by June 1st in an Election year, shall appoint an Election Commission.
2. The Board shall appoint a Returning Officer by June 1st in an Election year.

3. The Election Commission, through the Secretary, shall call for nominations in the Association's newsletter prior to September 1st.
4. The Association Secretary shall receive nominations no later than September 21st
5. Ballots shall be sent to the membership by October 15th
6. Completed ballots must be received by the Returning Officer by December 1st.
7. The Returning Officer shall notify the chairperson of the Election Commission of the results of the election no later than December 10th.
8. All ballots shall be retained by the Returning Officer for 90 days upon completion of the election, at which time they may be destroyed.