

Policies and Procedures

Section: Governance	Policy Number: 2023.01
Subject: Election of Officers Policy	Effective Date:
Approved by: Board of Directors	

Chairperson

Date

POLICY:

The purpose of this policy is:

- To ensure that the Board of Directors for the Algoma Nurse Practitioner Clinic utilizes fair, reasonable, and efficient methods to elect its Chair, Vice-Chair, Secretary and Treasurer and appoint committee members.
- To promote the involvement of all Board members by encouraging participation on standing committees.
- To detail the process to elect the Chair of the Board,) and to appoint the Chairs of Standing Committees at the first meeting of the Board each year.
- To hold the election/selection process at the first meeting of every year.

PROCESS:

The first meeting of each new year in June after the AGM, chaired by the ED/ NP Lead, as the first order of business, the Board elects:

- a Chairperson
- a Vice-Chairperson

The ED/NP Lead is responsible to call for nominations from the floor for the position of Chairperson, and to chair the meeting until the Chairperson is elected. Refer to Robert's Rules of Order for procedures used for nominations, elections, and voting.

Nominations for Chair of the Board and Vice Chair

The Secretary to the Board will send a call out for expressions of interest by email for nominations 60 days prior to the first Board meeting of the new year.

A candidate may nominate themselves or another Board member for any position. Seconders are not required. If the number nominated is equal to the number of positions available at

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hand, then the member(s) will be considered acclaimed. If the number nominated is more than the number of positions available at hand, then a formal election process will be held.

A call for nominations will occur three times.

PROCEDURES:

Call for Nominations

Outgoing Board Chair

- 1) Call for nomination to the seat at hand.
“*Nominations* are now open for the position of _____.
This is the call.” Any names are written down. Final names are recorded. “*Nominations* are closed for the position of _____.”
- 2) Once nomination call is completed, nominees will be asked if they accept the nomination.
“_____, *you have been nominated for the position of _____.* Do you accept the nomination to stand?” Any nominee that does not accept will have their name removed from the nomination call list.
- 3) If only one is received, that person is acclaimed for the position. If more than one nomination is received, a formal election process will take place. See Election of Board Chair or Board Vice-Chair.

Election of Board Chair

ED/NP Lead:

- 1) Read out the names of the candidates in the order they were nominated.

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- 2) Each member will have up to two minutes to explain their candidacy platform
- 3) Vote will be conducted by secret ballot. Each board member will write the candidate they are voting for on a piece of paper.

The candidate with the most votes will be ordered, and the seat will be filled.
- 4) In the event of a tie, the other nominees will be dropped from the vote, and a re-ballot will occur with remaining nominees.
- 5) In the event of tie for the seat still exists after a second ballot, the tied members' names will be put into a container and a name drawn out.
- 6) Successful candidate of the election process will be considered appointed to the seat at hand.
- 7) Should no-one be nominated for the position of Board Chair, the process will continue for the remaining positions of the Vice-Chair.

The Vice-Chair would then become the acting Chair until that position is filled formally.

Election of Board Vice-Chair

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| Elected Board Chair | <ol style="list-style-type: none"> 1) Takes charge of the meeting and proceeds with the election of the Vice-Chair. 2) Follow same procedure for electing chair. |
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Selection Procedure for Committee Members

- 1) Call for expression of interest of Board members willing to sit on a specific committee(s)
- 2) Should there remain any vacancies on the committees, they will be filled by appointment through application to the Nominating Committee and serve the remainder of the term of the committee.