

# PDFA Executive Council Election Policy

**Policy Number:** 2022-01

**Date Approved:** August 25, 2022

## **Preamble**

This policy outlines the office of the Chief Returning Officer (CRO) and details the duties and responsibilities of the CRO in conducting the annual election of the PDFA's Executive Officers held each September.

### **1. Chief Returning Officer**

- a. For the purpose of running elections of voting officers of the Executive, the PDFA Executive will appoint a Chief Returning Officer (CRO) at least 65 days prior to the end of term for the current Executive.
- b. The CRO must be a member of the Association. They will, if possible, be an outgoing or former Executive Officer.
- c. The CRO will be responsible for overseeing all elections and implementing all election-related procedures in accordance with the Association's Bylaws and any policies adopted by the membership.
- d. The CRO shall report directly to the membership and is responsible to that body.
- e. In consultation with the Executive, the CRO will set dates for the following:
  - i. The call for nominees;
  - ii. The deadline for nominees to submit biographical information and campaign statements;
  - iii. The opening of campaigning; and
  - iv. The opening and closing of voting.
- f. The CRO cannot run for any elected Executive position while serving in office.

### **2. Eligibility**

- a. Only members in good standing are eligible to be nominated or self-nominated for any position on the Executive.
- b. No individual may be nominated for the same position on the Executive for more than three (3) consecutive terms.

### **3. Nomination Procedures**

- a. The nomination period shall open at least 60 days prior to the end of the voting period, and shall end 21 days prior to the end of the voting period
- b. An individual may only be nominated for one position in a given election, but nominees may change the position they are seeking up to 7 days prior to the opening of campaigning.
- c. Nominations must be submitted electronically to the CRO prior to the close of the nomination period and must include the following information:
  - i. the nominee's first and last name;
  - ii. the nominee's faculty and department/institute affiliations;
  - iii. the position for which the person is being nominated;
  - iv. the nominee's email address and phone number; and
  - v. the first and last name and signature of the person or persons submitting the nomination.

- d. The CRO will contact each nominee to:
  - i. confirm acceptance of any third-party nomination; and
  - ii. request a brief biography and statement of interest and experience to be shared with the membership during the campaign period.
- e. The CRO shall recruit nominees for Executive Officer positions and may contact nominees to recommend changes to nominations at any time prior to the opening of campaigning.
- f. To be eligible for election, all nominees must adhere to the rules set out by the CRO, including the timeline for submission of any information or statements.

#### **4. Campaign Guidelines**

- a. If there are multiple nominees for a single position on the Executive the nominees may campaign for their election.
- b. The CRO will provide an outline of the campaign rules to each nominee.
- c. The campaign period will last no longer than one week.
- d. Nominees shall be forbidden from spending money to campaign
- e. Personal electronic campaigning is permitted; however, the PDFA office will not send out information beyond what is included in the official election package.
- f. Any additional campaigning rules shall be established by the CRO.
- g. The PDFA will not supply any candidate with any PDFA membership information or lists for the purpose of campaigning.

#### **5. Election Procedures**

- a. Election voting will open in the last week of September each year, with the precise date being set by the CRO, in consultation with the Executive.
- b. Elections to the Executive shall be held by online ballot using a secure, online polling application, that only allows eligible members to cast a single vote for each position.
- c. The electronic ballot will consist of the position(s) being contested, the name of the candidates for each position as well as a link to the candidate's biography.
- d. Balloting instructions will be sent to all members on the first day of the election period and polling will remain open for seven days.
- e. The CRO will confirm the validity of each vote cast for each nominee prior to announcing the results of the election.

#### **6. Election outcomes**

- a. If there is only one (1) nominee for a position, the candidate shall be awarded the position by acclamation.
- b. If more than one (1) candidate is nominated for a position, the candidate receiving the most eligible votes from the Association membership will be declared the winner and elected to the Executive Council for the following year.
- c. The CRO shall be responsible for communicating the results of the election to the membership.
- d. Any seat that remains unfilled following an election shall be filled by Executive appointment at a later date.

#### **7. Mid-Term Executive Officer Vacancies**

- a. If the presidency of the Association is vacated, the Executive will, by majority vote, select another Officer from the current Executive to take the position of President.

In the event no Officer is nominated, the responsibilities of the President will fall on the sitting VP Internal to ensure a continuity in leadership, as per the Bylaws.

- b. Where any other Executive Officer vacancy occurs with a period of more than three months remaining in the term, the vacancy shall be filled through Executive appointment. The process is to commence within 60 days of the office becoming vacant.
  - i. The position shall be advertised to members and the nomination procedures shall follow as closely as reasonably possible the process outlined in this policy.
  - ii. The Executive shall approve the appointment by a majority vote.
  - iii. The term of the approved candidate will be until the next regular election.