

**AGILITY ASSOCIATION OF CANADA (AAC)
ASSOCIATION D'AGILITÉ DU CANADA (AAC)
("AAC")**

Election Policy and Procedure

Revised: January 18, 2018

Version: 2.1

This Policy and Procedures document outlines the process of choosing new Directors for the Board of Directors.

Election of Board of Directors

- (a) The President, Vice-President, Treasurer and Recording/Corresponding Secretary shall be elected on the vote of the members who are entitled to vote;
- (b) The Regional Directors shall be elected on the vote of the members who are entitled to vote in each Regional zone

Eligibility to Vote, Nominate, be Nominated, Stand for Election or be Elected

Only those Regular Members of AAC who:

- (a) on the date the official voters list is created have completed one continuous year of membership and are eighteen year of age or older;
- (b) are members in good standing with AAC; and
- (c) are residents of the appropriate regional zones

shall be eligible to move or second a nomination, be nominated, vote, stand for election and/or be elected as a Board member.

Ineligibility to Vote, Nominate, be Nominated, Stand for Election or be Elected

- (a) No person in receipt of salaries, wages, commission or bonus, or any form of remuneration from AAC shall be eligible to move or second a nomination, be nominated, stand for election and/or be elected as a Board member. This section shall not apply to those Board members, committee members, members and volunteers who:
 - (i) may from time to time be paid a per diem or receive reimbursement for expenses in accordance with AAC's established policy;
 - (ii) receive remuneration from Clubs/Associations for judging assignments, or receive remuneration for teaching judging clinics.
- (b) No two members from the same household shall be eligible to move and second the same nomination, nor shall they be entitled to stand for election and/or be elected as Board members at the same time, or hold a position on the Board of Directors at the same time.
- (c) No member of a household may move or second a nomination for another household member.
- (d) is less than 18 years of age; or
- (e) has been declared incapable by a court in Canada or elsewhere; or
- (f) is an undischarged bankrupt.
- (g) a Person may not be nominated, elected or appointed to serve as a Director unless he or she is a regular Member in good standing.
- (h) a Person who, on or after the date this section comes into force suspended or excluded from events or trials by the Association for improper personal conduct, may not be nominated, elected or appointed to serve as a Director until at least three (3) years after the later of:
 - (i) the date of the discipline committee hearing at which the verdict of suspension or exclusion was first implemented; or
 - (ii) the date on which the appeal committee upheld the verdict of suspension or exclusion imposed by the discipline committee, or imposed such penalty itself."

For a Regularly Scheduled Annual Election

Nominations

- (a) Nominations will be accepted from eligible members of the AAC for each position on the Board of Directors. Such nominations shall not be made prior to July 1 and no later than September 30;
- (b) Any regular member entitled to vote, as per section the eligibility criteria described above, may be nominated for office.
- (c) Any regular member may move or second the nomination for the positions of President, Vice-President and Recording/Corresponding Secretary, except as set out above;
- (d) Any regular member may move or second the nomination for one (1) Regional Director for the region in which such member resides, except as set out above.

Nomination Papers

On July 1 in each election year, nomination papers in such form as may be approved by the Board of Directors, shall be made available to any voting member on the AAC website or by requesting the same by email.

Filing of Nomination Papers

Completed nomination papers shall be mailed to the Elections Officer at the address printed on the Nomination Application Form so as to be received no later than 5:00 p.m. on September 30 in the election year. Any nomination papers received thereafter shall not be considered. Each nomination form shall be signed by two regular members entitled to vote in the election and accompanied by the written acceptance of the nomination by each nominee.

No Nomination in a Regional Zone

- (a) In the event that no nomination is received for one of AAC's regional zones, the Elections Officer shall declare the office vacant as of September 30 of the election year. The Elections Officer, when preparing the official ballots, shall prepare a ballot for such regional zone indicating that no nominations were received
- (b) A special meeting of the members shall be called if there is a vacant position AND there are less than 7 Directors elected to the Board.

Eligible Voters

On October 1 of an election year, the Membership Coordinator shall provide the Elections Officer with a list of members entitled to vote in the upcoming election.

Electronic Voting

On or before October 15 in the election year, the Elections Officer shall have sent to each member eligible to vote information to enable the member to access. The email address on file with the AAC will be used:

- (a) the biographical information relating to the respective candidates and submitted in accordance with requirements, if any;
- (b) a copy of the instructions to vote;
- (c) a list of the names of each candidate for election, and where applicable, the candidate's Region; and
- (d) a combination of non-electronic and electronic processes may be used for circulating election notices, forms, documents and other materials; voting; and counting and recording votes.
- (e) a voter authentication will be required.

If through mistake, accident or other cause the election voting period does not open on or before October 15, the voting period will be opened as soon as possible thereafter.

Once the online voting period opens eligible members may cast votes online any time during the voting period. The online voting period will close on November 30 at 5:00p.m. EST.

Electronic Ballots

An eligible member voting in an election shall cast the ballot in accordance with the instruction in the Instructions to Voters.

A vote may be cast any time after the Election is declared open.

A member shall not

- (a) use another member's identification information to vote electronically; or
- (b) permit another person to use the member's identification to vote electronically.

Special Election for Replacement due to a Vacancy before Expiration of Term

Nominations

- (a) Nominations will be accepted from eligible members of the AAC for each position on the Board of Directors.
- (b) The Elections Officer, by the date designated by the Board, communicate to the eligible membership the notice of election, including the open and close dates of the nomination period and the open and close dates of the voting period. The nomination period for a special election shall not be less than thirty (30) days
- (c) Any regular member entitled to vote, as per section the eligibility criteria described above, may be nominated for office.
- (d) Any regular member may move or second the nomination for the positions of President, Vice-President and Recording/Corresponding Secretary, except as set out above;
- (d) Any regular member may move or second the nomination for one (1) Regional Director for the region in which such member resides, except as set out above.

Nomination Papers

In the case of a special election, the nomination papers in such form as may be approved by the Board of Directors, shall be made available to any voting member on the AAC website or by requesting the same by email.

Filing of Nomination Papers

Completed nomination papers shall be mailed to the Elections Officer at the address printed on the Nomination Application Form so as to be received no later than 5:00 p.m. on the specified closing date for the Nomination period in the special election year. Any nomination papers received thereafter shall not be considered. Each nomination form shall be signed by two regular members entitled to vote in the election and accompanied by the written acceptance of the nomination by each nominee.

No Nomination in a Regional Zone

- (a) In the event that no nomination is received for one of AAC's regional zones, the Elections Officer shall declare the office vacant as of 5:00 p.m. Thirty (30) days after the notice of election is distributed in the special election year. The Elections Officer, when preparing the online election, shall indicate that no nominations were received for such regional zone.

- (b) A special meeting of the members shall be called if there is a vacant position AND there are less than 7 Directors elected to the Board.

Eligible Voters

The day following the close of the nomination period of a special election year, the Membership Coordinator shall provide the Elections Officer with a list of members entitled to vote in the upcoming election. Such list shall include the preferred email address on file with the AAC.

Electronic Voting

Forty-five (45) days after the notice of election in the special election year, the Elections Officer shall have sent to each member eligible to vote information to enable the member to access. The email address on file with the AAC will be used:

- (a) the biographical information relating to the respective candidates and submitted in accordance with requirements, if any;
- (b) a copy of the instructions to vote;
- (c) a list of the names of each candidate for election, and where applicable, the candidate's Region; and
- (d) a combination of non-electronic and electronic processes may be used for circulating election notices, forms, documents and other materials; voting; and counting and recording votes.
- (e) a voter authentication will be required.

If through mistake, accident or other cause the election voting period does not open Forty-five (45) days after the notice of election in the special election year, the voting period will be opened as soon as possible thereafter.

Once the online voting period opens eligible members may cast votes online any time during the voting period. The online voting period will close thirty (30) days after opening at 5:00p.m. EST.

Electronic Ballots

An eligible member voting in an election shall cast the ballot in accordance with the instruction in the Instructions to Voters.

A vote may be cast any time after the Election is declared open.

A member shall not

- (a) use another member's identification information to vote electronically; or
- (b) permit another person to use the member's identification to vote electronically.

Counting Votes

Following the closing of voting, and as soon as possible thereafter, the Elections Officer shall cause the votes to be counted and the number of votes cast for each candidate to be recorded.

Notice of Election Results

The Elections Officer shall forthwith after the election

- (a) shall complete the Election Result Report as approved by the Board of Directors, setting out the following information:
 - (i) The number of votes cast for each candidate for the positions of President, Vice-President and Recording/Nominating Secretary;
 - (ii) The number of votes cast for each candidate for each of the regional zones;
 - (iii) The names of all candidates who were elected to the Board by acclamation;
 - (iv) The offices in any Regional zone for which no nominations had been received;
 - (v) Total number of ballots mailed out and the total number of ballots received, including spoiled ballots.
- (b) The completed Election Result Form shall be signed by the Elections Officer;
- (c) Notify the elected candidates of their election results;
- (d) The results of the election shall be reported to the AAC Board, in AAC's Official Newsletter and shall be posted on the AAC website;
- (e) The Election Result Report shall be filed with the Recording/Corresponding Secretary;
- (f) A copy of the Election Result Report shall be provided to each candidate upon request.

Destruction of Ballots

The Elections Officer shall maintain the election results in safe keeping until January 1 of the year following the election, at which time they shall be destroyed.