

***New* Policy for Executive Committee Elections in Virtual Meetings**

Approved by QUFA Executive Committee and Council, March 2021

The terms for the Nominations Committee and the process for nominating others or oneself for Executive Committee positions are set out in the QUFA Constitution, By-Law No. 1 and Article 9. Executive terms and cycle of elections and appointments are set out in Art. 9.2(vi). This policy governs the process to be followed upon receipt of a nomination of an eligible Member for an open Executive position when the General Meeting to confirm election, appointment or 16 acclamation will be held virtually.

Each person who accepts a nomination or who self-nominates shall prepare a brief (300 words maximum) statement about their interest in serving on the QUFA Executive committee in the position for which they have been nominated. The statement may address the candidate's relevant experience, interest in the portfolio, general views of the work of QUFA or ideas for future direction of the Association, or anything else the Member believes is relevant to their candidacy. These statements will be circulated to all Members with the agenda package seven calendar days before the Spring General Meeting (SGM).

To preserve the integrity of any vote in the case that two or more people are nominated for the same position, all nominations and statements must be received by 12 noon eight calendar days before the General Meeting at which elections are to occur. They should be sent electronically to the Executive Director and the Chair of the Nominations Committee. Nominations made from the floor of the meeting or received after the deadline will not be accepted.

In the case that one Member is nominated for each position, those Members of the Association who are entitled to vote and who attend the General Meeting will be sent a Simply Voting Ballot by email asking them to acclaim the slate of candidates. The electronic vote will open and close during the General Meeting and the certified results will be sent to the meeting Chair who will announce the outcome before the close of the meeting.

In the case that two or more people stand for the same position on the Executive Committee, an election shall be conducted as follows:

1. The candidates for the contested position will each be given an opportunity to speak to the assembly for a maximum of 3 minutes. If a candidate does not attend, their pre-circulated statement shall be read aloud by the Executive Director or the Chair of the meeting.
2. Following the presentation of candidate statements, Members of the Association who are entitled to vote and who attend the General Meeting, will be asked to vote on a Simply Voting Ballot sent to them by email.
3. The electronic vote will open and close during the General Meeting. The certified results will be sent to the meeting Chair who will announce the outcome before the close of the meeting.
4. Three Members (QUFA President, Past President and the Chair of the meeting) will not receive Simply Voting ballots and instead will cast sequestered ballots by sending their choice of candidate to the Executive Director by email, or in the absence of the Executive Director, to the Office Administrator.
5. The candidate receiving a plurality of Simply Voting votes shall be declared elected.

6. In the case of a tie vote, the sequestered ballots will be counted and announced in aggregate to break the tie.

7. The certified vote results will be appended to the meeting minutes.