

Wellington on the Lake Residents Association Inc.
NOMINATION AND ELECTIONS POLICY
Approved on November 7, 2016

1.0 Purpose

The purpose of the Nomination and Elections Policy is to clarify the policies and processes for nominating and electing the Board of Directors, as outlined in Section 4 of the By-laws – Board of Directors and By-law 6.02 (c) – Nominating Committee.

2.0 Nominating Committee Terms of Reference

2.1 Authority & Responsibilities

As indicated in By-laws 4.05 and 6.02, the Nominating Committee is authorized to:

- (a) Oversee and enforce the annual nomination policies and election procedures;
- (b) Identify upcoming vacancies on the Board of Directors;
- (c) Issue a call for expressions of interest in the Board;
- (d) Confirm individuals' interest in candidacy by outlining roles and responsibilities of directors and officers;
- (e) Present a proposed slate consisting candidates for review by the Members at the June General Meeting; and
- (f) Oversee the elections process that typically takes place in June each year.

2.2 Committee Composition

(a) The Board appoints a past-president or another candidate as Chair of the Nominating Committee. The Nominating Committee Chair acts as an advisor to the Board.

(b) The Nominating Committee consists of three (3) people, including the Nominating Committee Chair, who are members of the Association. The Nominating Committee Chair shall select the other two (2) committee members considering the diversity of the WoTL community.

(c) Members of the Nominating Committee shall not be eligible for election to the Board. Should a Nominating Committee member decide to stand for election to the Board, they must resign immediately from the Nominating Committee and be replaced by another member. However, a sitting Board member who is not up for election in the current year may be appointed to the nominating Committee.

3.0 Overview of Nomination & Elections Process

3.1 The Nominations Committee oversees the following process:

- (a) Identifying potential vacancies and issues a call for expressions of interest in holding office on the Board of Directors;
- (b) Posting a proposed slate of candidates and an invitation to nominate additional candidates with the notice of the May General Meeting; and
- (c) Conducting the election that takes place during the day of the June General Meeting.

3.2 Specific activities and timelines for nominations and elections are provided in Annex A.

4.0 Slate of Candidates

4.1 In May, the Nominating Committee will endeavour to present a slate consisting of at least one (1) candidate for each Director's office open for election.

4.2 As stated in By-law 4.02, the Articles provide for a minimum of three (3) and a maximum of ten (10) Directors. It is not necessary that all directors elected at a meeting of members hold office for the same term, i.e. terms may be staggered.

4.3 Ten (10) days prior to the May General Meeting, the Committee will post the proposed slate of candidates on the official notice board and the WOLRA website.

4.4 The proposed slate of candidates will be presented at the May General Meeting.

5.0 Additional Nominations

5.1 Additional nominations will be accepted during the May General Meeting by completing the Nominations Form attached in Annex B.

5.2 Nominations will be officially closed at the end of the May General Meeting.

5.3 The official slate of candidates will be published in the WOLRA newsletter in June.

5.4 All candidates will submit to the Chair a brief biography that indicates why they are running for the Board of Directors and describes their position on one or more issues that concern them before the June newsletter deadline.

6.0 Candidates' Qualifications

6.1 To avoid possible conflicts of interest, any voting member related to the Developer, Owner and Property Management Company, as defined in By-law 1.02 h), m) and n) respectively, including but not necessarily limited to the employees, agents, officers, directors, advisors of the Developer, Owner and Property Management Company, cannot be nominated or elected to the Board of Directors.

6.2 Only one member of any household can be elected to the Association Board of Directors at any time.

6.3 The Committee will be aware of the need for a representative of the owners of leasehold-built homes, as specified in section 4.0 of the By-laws.

6.4 If a vacancy occurs pursuant to By-law 4.06, the Board will immediately give notice to the Members about the vacancy and the Board's right to fill the vacancy for the balance of the current fiscal year until the next election.

6.5 As with all paid-up Members, the candidates and directors-elect are entitled to review Association records to prepare for taking office.

6.6 All candidates running for election will adhere to the Association's Code of Conduct.

7.0 Elections Procedure

7.1 At the May General Meeting, after the close of nominations, the Nominations Committee will become the Election Committee. The Election Committee Chair will select additional Election Committee members as required.

7.2 The Election Committee will have the following responsibilities:

- (a) Obtain completed Nomination Forms (Annex B) for all candidates to confirm that they are willing to stand for election;
- (b) Prepare ballots, listing all candidates, alphabetically, by surname;
- (c) Make ballots available to all members eligible to vote and provide an adequate polling area;
- (d) Ensure that all voters are members, in good standing, of the Association; and
- (e) Tally the votes after the closing of the poll;
- (f) Tally absentee votes registered at the meeting of members; and
- (g) Present the election results to the meeting of members.

7.3 Members who are unable to cast their ballot during the regular polling hours may vote in an election as described in By-law 3.11 Absentee Voting and the Absentee

Voting Policy. To enable the proxy-holder, a WOLRA member, to exercise the voting authority specified on the proxy form by the Absentee Member, an Election Committee member will provide ballot(s) to proxy-holders when they register at the meeting of members.

7.4 Elections will take place on the day of the June General Meeting. Election results will be announced at the June General Meeting.

7.5 If it is necessary to break a tie between two candidates, the Election Committee Chair calls the flip of a coin by another committee member. If it is necessary to break a tie between more than two candidates, their names will be placed in a hat. The first name drawn breaks the tie, the second name drawn places next, until all candidates' names are drawn.

7.6 The Election Committee Chair will announce full election results including the total votes cast, the percentage of members who voted of all eligible members, and the number of votes cast for each candidate at the June General Meeting. Prior to the June General Meeting, the Chair will inform candidates whether they have been elected.

7.7 Ballots will be destroyed three months after the June General Meeting. However, records supporting the election results will be kept until the next election.

7.8 Directors-elect will take office with full voting rights at the July Annual General Meeting (AGM).

8.0 Transition to New Board

8.1 Newly elected Directors will prepare for taking office by attending Board meeting(s) prior to the Annual General Meeting (AGM). Agenda items at these Board meetings will include but not be limited to:

- (a) Annual Financial Statements for the preceding year;
- (b) Treasurer's Report summarizing the Corporation's financial position; and
- (c) Annual Operating Budget for the current year

8.2 The newly elected and continuing Board members will also hold an organizational meeting to determine the assignment of officers' responsibilities that are outlined in Section 5 of the By-laws titled 'Officers'. Retiring Board members will not attend this meeting.

8.3 Retiring Directors will carry voting rights until the newly elected Directors assume office at the end of the July Annual General Meeting (AGM).

8.4 The newly elected and continuing Board members will be responsible for the Annual Operating Budget for the upcoming year.

9.0 Effective Date & Amendments

9.1 The Board of Directors approved this Policy by resolution at a Board of Directors meeting on November 7, 2016.

9.2 The rules, principles, guidelines and procedures detailed in this Policy remain in effect until the Board approves an amendment or repeal by resolution at a Board of Directors meeting.

9.3 Members may suggest amendments to this Policy at any time. Suggested amendments with supporting rationale will be submitted to the Board Secretary in writing and presented at the next Board of Directors meeting.

Annex A

Timelines: Nominations and Elections Process

Timing	Activity / Event
April	The Chair of the Nominating Committee identifies at least two (2) members to be appointed to the Nominating Committee
May	The Nominating Committee prepares a <u>proposed slate</u> of candidates and identifies members of the Elections Committee. (See paragraphs 4.1 and 7.1 of the policy.)
10 Days before the May General Meeting	Proposed slate of candidates is posted to the official notice board and WOLRA website. (See paragraph 4.3 of this policy.)
May General Meeting	Proposed slate of candidates is presented to Members, additional nominations will be accepted from the floor, and the nominations process is officially closed at the end of the meeting.
June Newsletter Deadline	A full description of the <u>official slate</u> of candidates submitted to the Newsletter Editor. (See paragraph 5.4 of this policy.)
Day of the June General Meeting	Election of Directors. Results will be announced at the June General Meeting. (See paragraph 7.4 of this policy.)
<i>June 30</i>	<i>End of the Financial Year</i>
End June/early July	Newly elected and continuing Board members will attend an organizational meeting that will decide upon Officers. (See paragraph 8.2 of this policy.)
July Annual General Meeting (AGM)	Newly elected Directors assume office at conclusion of meeting. <i>Board presents Annual Financial Report for the past year and Annual Budget for current year.</i>
After July AGM – i.e. Fall or Winter	A Past-President or other candidate is appointed by the Board to be Chair of the Nominating Committee.

**Wellington on the Lake Residents Association Inc.
NOMINATION FORM**

NOMINEE INFORMATION

Name _____

Address _____

Phone Number _____

Email Address _____

Please describe the nominee’s interests in the Board of Directors, Committees and/or Special Projects:

Please indicate relevant skills or experience that the nominee has for example:

- Finance, accounting
- Non-profit committees
- Public relations, communications
- _____
- Management, administration
- Fundraising, special events
- Contacts, networking
- _____



Submitted by

Name _____ Date _____

Phone _____ Email _____

Nominee’s Confirmation

I confirm my interest in the WOLRA Board, Committee and/or Special Project as described above.

Signature _____ Date _____