

**TRUSTEE ELECTIONS FOR  
CHAIRPERSON AND VICE-CHAIRPERSON**

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**1. ELECTION PROCESS APPROVAL**

- a) Prior to the election held at the November public board meeting, the Board approves the election process for Chairperson and Vice-Chairperson by Board Resolution.
- b) To proceed with the election, Chairperson calls for the following motion:  
*THAT the Board proceed to elect a new Chairperson and Vice-Chairperson following the approved nomination and election procedure.*
- c) The Secretary Treasurer facilitates the meeting during the nomination and election process for both the Chairperson and Vice Chairperson. This includes announcing results and declaring the elected Trustee for each role.

**2. NOMINATION PROCEDURE**

- a) The Secretary Treasurer calls three times for nominations for Chairperson for a one-year term. No seconder is required.
- b) Each nominee must confirm whether they accept and may speak to their nomination.
- c) If only one nominee accepts, the Secretary Treasurer declares that person elected for a one year term ending the following November.

After election of the Chairperson, the nomination process is applied for Vice Chairperson.

**3. ELECTION PROCEDURE**

Applies when there are multiple nominees for Chairperson and/or Vice Chairperson.

- a) The Secretary Treasurer calls for a motion to appoint two scrutineers (who are not trustees).
- b) The Secretary Treasurer calls on the scrutineers to distribute the ballots. Trustees vote by secret ballot. Scrutineers collect and count ballots and report results to the Secretary Treasurer.

Note: In the case of an Electronic Board Meeting where one or more Trustees are attending through electronic means, the following alternate steps are followed:

- The Secretary Treasurer calls on the scrutineers to setup and launch an anonymous and secure online poll.
  - Trustees vote via the online poll.
  - Scrutineers count votes and report results to the Secretary Treasurer.
- c) The Secretary Treasurer announces the results of the vote.
  - d) To be elected, a nominee must receive a majority (>50%) of votes cast.

- If no nominee receives a majority, the nominee with the fewest votes is eliminated from the next round of voting.
  - If two or more nominees are tied for the fewest votes, those tied nominees are both eliminated unless only one nominee without a majority remains.
  - Voting continues in successive rounds until a single nominee receives a majority.
- e) The Secretary Treasurer declares the Trustee with the majority vote as elected to the role.
- f) The same process applies for Vice-Chairperson.
- g) If voting occurs, the Secretary Treasurer calls a motion to destroy the ballots (or delete the online voting results, for electronic voting) after the election.

#### **4. TRANSITION OF CHAIRPERSON**

Immediately following the nomination and election process for Chairperson and Vice Chairperson, the newly elected Chairperson assumes facilitation of the meeting for the remaining agenda items.

**UPDATED: October 22, 2025**