



ELECTORAL COMMISSION GUIDELINES

MARCH 2021

CACP Guidelines - Electoral Commission
November 2011
(Updated March 2021)

1. ESTABLISHMENT

The Electoral Commission is established by a motion of the Board of Directors pursuant to Section X, Article 10.1 of the Constitution.

2. MEMBERSHIP

The Electoral Commission shall consist of 3 members, the Immediate Past President (who will serve as Chair), and two members appointed by the President who are active members in good standing or one Active Member and one Life Member, who was previously an active member.

In the event the Immediate Past President is unable to serve on the Electoral Commission or for any reason resigns from the Electoral Commission, the President may appoint a replacement.

3. MANDATE

The Electoral Commission is responsible for presenting a slate of qualified nominees for the position of Director for election at the Annual General Meeting.

4. ACCOUNTABILITY

The Electoral Commission is accountable to the President and Board of Directors and reports to the Board once a year. The Electoral Commission reports to the membership through communications distributed prior to the Annual General Meeting and presents its final report at the Annual General Meeting.

5. DUTIES

The Electoral Commission shall:

- a. Solicit nominations for each vacant Director's position.
- b. Certify to the Board of Directors and the Membership that each of the nominated candidates meet the requirements of the Canada Not-For-Profit Corporations Act and Constitution and is therefore eligible for election.
- c. Certify to the Board of Directors that each of the nominated candidates meets any other criteria that may, from time to time, be adopted by the membership and are therefore eligible for election.

6. APPEAL FROM AN ELECTORAL COMMISSION DECISION THAT A NOMINEE IS NOT QUALIFIED, BY REASON OF EQUIVALENCY WITHIN THE INTERPRETATION OF ARTICLE 8.5.4 OF THE CONSTITUTION

- a. Where the Electoral Commission rules that a nominated candidate is not eligible for election, by reason of equivalency, the candidate may appeal the decision of the Electoral Commission to the Board of Directors.
- b. The Board of Directors will hear and consider the appeal and make a decision as to the Candidates eligibility for placement on the slate of nominees.

7. NOMINATION PROCESS AND PROCEDURES

- a. No fewer than 120 days prior to the Association's Annual General Meeting, the Electoral Commission will create a slate of candidates by seeking nominations for available director positions.
- b. For provincial director positions, the Electoral Commission will consult, with the assistance of the outgoing Director, the respective President of the provincial chiefs' association, seeking nomination for the position.
- c. For other Director positions, the Electoral Commission will seek nominations keeping in mind the need to ensure balance and diversity on the Board in terms of geography and level of policing.
- d. The proposed slate of candidates will be circulated to all voting members no later than 90 days prior to the Association's Annual General Meeting.
- e. Additional nominations signed by two voting members may be submitted to the Electoral Commission at least 60 days prior to the Association's Annual General Meeting.
- f. The proposed slate of candidates and the names of any other nominated members will be circulated to all voting members at least 30 days prior to the Association's Annual General Meeting.
- g. Nominations will not be received on the floor of the Annual General Meeting.

8. FACTORS TO CONSIDER

The Electoral Commission will consider the following factors when seeking nominations to the Board of Directors:

- a. In seeking nominations, the Electoral Commission will encourage all nominating Associations and Institutions to fulfill the CACP's commitment and determination to be an equitable, diverse and inclusive organization as the CACP strives to remove barriers that disadvantage some groups over others.
- b. Ability to serve for a minimum two-year term.

- c. Able to commit time and resources to serve on the Board, attend meetings and the Annual Conference and represent the CACP as requested.
- d. Experience in senior level Police and Association management, consistent with the qualifications specified in Section 8.5.4 of the constitution.
- e. Experience with operating in an environment that defines the roles of a Board as being focused on setting policy and establishing strategic direction.
- f. Work well as part of a team; contribute reasoned opinion and accept and support decisions reached by the Board.
- g. Experience with working with a diverse membership and understand regional issues.
- h. Ability to be considered for the role of CACP President. The candidate being considered for President, must have full authority to speak on behalf of their organization.

9. GUIDELINE REVIEW

The Electoral Commission may from time to time review nominating policies and procedures and make recommendations to the Board of Directors.

10. CONSTITUTIONAL REFERENCES

- Election and Term of Office of the Board of Directors: - as per Section 8.6 of the CACP Constitution
- Vacancies within the Board of Directors: - as per Section 8.8 of the CACP Constitution
- Voting Privileges: - as per Section 7.7 of the CACP Constitution
- Voting Method: - as per Section 7.9 of the CACP Constitution
- Composition of the Board of Directors: - as per Section 8.1 of the CACP Constitution