

PROPOSED

Policy on PCA Nomination & Election Procedures

To be proposed as PCA policy by vote of PCA Members at AGM on 28 Jan 2016

The Pocket Community Association (PCA) is committed to a transparent and democratic process for renewing the Board of Directors that will ensure the Board can continue to serve Pocket residents in an accountable manner.

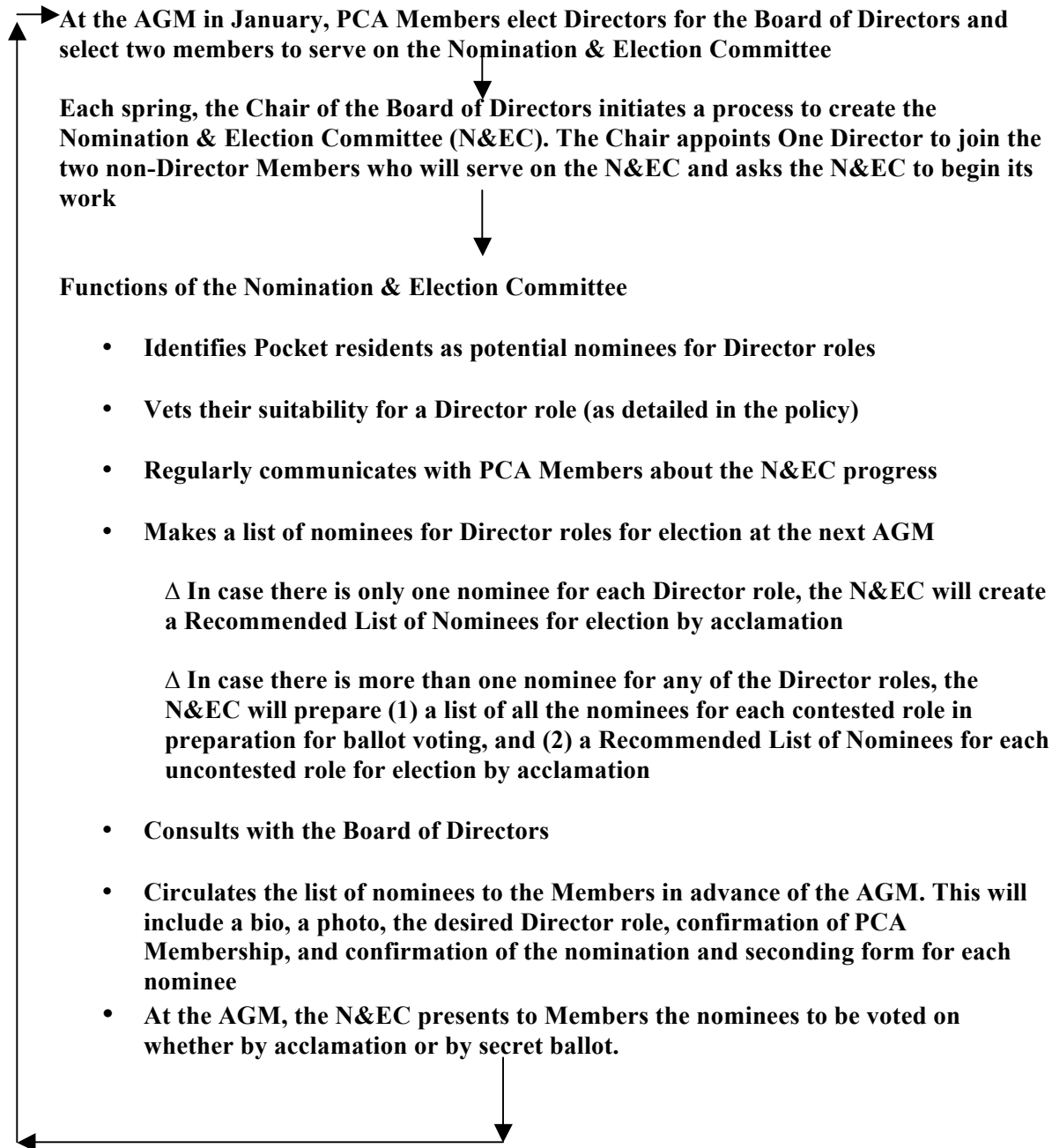
This policy establishes nomination and election procedures that will:

- Encourage PCA members to run for election to the Board of Directors,
- Create a Nomination & Election Committee whose key objective is to find at least one qualified member for each position on the PCA Board of Directors, and
- Put in place rules for nominations and elections that are transparent and democratic and lead to election outcomes that inspire confidence among PCA Members.

A one-page flow chart of Nomination and Election (N&E) procedures is described on the following page. Then the Detailed Nomination & Election Principles and Practices can be found on pages 3 and 4. Finally the form for the Nomination and Seconding Information for a Prospective Director is on page 5.

This Proposed Policy on PCA Nomination & Election Procedures was sent in May 2015 to all PCA Members by email and was posted on the PCA website with a request for agreement, ideas or suggestions for revision.

Flow Chart for PCA Nomination & Election Policy



Detailed Nomination & Election Principles and Practices for PCA

1. Pocket Community Association (PCA) Members elect Directors for the PCA Board of Directors at an Annual General Meeting (AGM), giving them the mandate of governing PCA on behalf of the Members until the next AGM.
2. A Nomination & Election Committee (N&EC) will be struck each spring to ensure that succession planning occurs for future Directors.
3. The Board will appoint the Past Board Chair as the Board representative on the N&EC. If the Past Board Chair is unwilling or unable to serve, the Board will appoint a Director or former Director to serve.
4. The N&EC shall be composed of a Board representative and two PCA Members who are not elected Directors. Members of the N&EC shall select a Chair from among themselves.
5. The two PCA Members who are not Directors will be selected at the AGM to serve on the N&EC.
6. The N&EC shall canvass Pocket residents and identify the best qualified individuals available who are willing to serve as a Director, if elected.
7. The N&EC shall organize a public nomination process so that Pocket residents may put their own names forward for the Board or nominate others.
8. If practical, the N&EC shall create a Recommended List of Nominees composed of Members who they believe are well qualified to serve as Directors. These individuals are qualified by virtue of:
 - (1) Being a PCA Member,
 - (2) Being age 18 or over,
 - (3) Being willing to serve as a Director if elected,
 - (4) Agreeing to the following:
 - a. Able to make a commitment to the PCA mission
 - b. Able to make an ongoing time commitment to the Board of Directors
 - c. Able and willing to participate respectfully and thoughtfully in discussion of issues and motions brought to the Board and
 - d. Capable of being an independent self-starter when agreeing to take on a task or responsibility,
 - (5) Being nominated and seconded on the form below by PCA Members who are not a current Director or a member of the Nomination & Election Committee, and
 - (6) Having demonstrated to the Nomination & Election Committee that they possess the skills to perform the Director role for which they are being considered.
9. Where possible, on their Recommended List of Nominees the N&EC will name their selected candidate for each of the four Officer positions of the Board: Board Chair, Vice Chair, Treasurer and Secretary. Additionally, on their Recommended List of Nominees, the N&EC will name their selected candidates for the Director positions: Outreach and Membership Director, Communications Director, Fundraising Director and two Directors-at-Large. All the above-named Officer and Director positions are subject to election at an AGM and hold the responsibilities described as Directors in the Ontario Not-for-Profit Corporations Act.
10. In preparing the Recommended List of Nominees, the N&EC will also aim for diversity where possible. Diversity includes but is not limited to geography, age and gender.

11. In case a Member (or Members) has been officially nominated for a Director position, but has not been named on the Recommended List of Nominees, there will be a secret ballot vote at the AGM for election of one individual for that Director position. "Officially nominated" is defined by items (1) to (5) in clause 8 above, and by the nominee having submitted their nomination materials for election to the Chair of the Nomination & Election Committee before the publicized cutoff date. Nomination materials will include the Director position that the nominee seeks, completed Nominating and Seconding forms, a bio, a photo and confirmation of PCA membership.
12. The N&EC shall collect and retain the nomination materials of these nominees who have been officially nominated.
13. Prior to the AGM, the N&EC shall present to the Board of Directors for consultation, their Recommended List of Nominees together with nominating materials for all other officially nominated candidates for election to a Director position.
14. The Recommended List of Nominees and nominating materials for all other officially nominated candidates shall be provided by the N&EC to PCA Members in advance of the AGM. This will include a bio, a photo, the desired Director role, confirmation of PCA Membership, and confirmation of the Nomination and Seconding Form for each nominee.
15. Nominations will close prior to the AGM, at a date determined by the N&EC. No nomination of a candidate from the floor at the AGM will be accepted. Ample time and notice must be provided to Members through numerous announcements inviting Members to run for election for a Director position and submit their nomination materials prior to the publicized cutoff date.
16. There will be no voting by proxy. Only Members who are at the AGM in person will be entitled to cast a vote.
17. At the AGM, the N&EC shall present the Recommended List of Nominees and all officially nominated Members to the Membership.
18. If there are no nominees other than those named on the Recommended List of Nominees, the N&EC will ask for a motion from the floor to elect the Recommended List of Nominees by acclamation.
19. In case there is more than one nominee for any of the Director roles, the N&EC will:
 - (1) Display a list of all the nominees for each contested role and ask for a motion from the floor to elect one nominee for each Director role by secret ballot voting; and
 - (2) Display the Recommended List of Nominees and the role that is of interest to each nominee, and ask for a motion from the floor to elect these nominees by acclamation.
20. In case ballot voting is to occur, the N&EC shall invite one or two Members from the audience to assist with the counting of ballots.
21. When the ballots have been counted, the results of the successful candidate(s) are given to the Chair of the N&EC who gives the results to the PCA Secretary who in turn announces the successful candidate(s) to the Membership.
22. Following the election, the N&EC will retain the election materials and ballots for one month and will then disband.
23. If a Director vacancy occurs, the Board may appoint a Director until the next Annual General meeting.

Nomination and Seconding Information for Prospective Director of Pocket Community Association (PCA)

Name of PCA Member _____ (please print)

My role is to Nominate ___ or Second ___ (check one) the individual being considered
for election as a Director of the PCA. His/her name is _____ (please print).

I know this individual personally and can attest to his/her suitability as a potential PCA
Director.

Signature _____ Date _____