



## SUNSHINE COAST ROD AND GUN CLUB

### ELECTION POLICY

Policy No. 001 – Rev 1 – 17 February 2020

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1. This election policy is written under the authority of SCRGCC Bylaw 4.8.
2. Elections will be scheduled as the first item under “New Business” at the AGM.
3. The Secretary will verify that each voting member present is 19 years of age or older.
4. The Secretary will verify that each voting member present is a current member by confirming their membership card.
5. The Secretary will announce to the meeting the number of voting members present.
6. The members, by general consensus, will appoint an Elections Officer and two Elections Assistants.
7. In the event that the Elections Officer or either of the Elections Assistants be nominated for any Board positions, and they accept the nomination, then the meeting, by general consensus, will appoint a replacement for each position vacated.
8. The presiding officer will then turn the meeting over to the Elections Officer.
9. The elections will proceed in the following order:
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
  - e. Five (5) Directors
10. The President, Vice-President, Secretary and Treasurer are directors and officers and comprise the Executive. The nine directors as a group form the Board.
11. The four Executive positions will be voted using a Majoritarian System (more than half of the eligible votes cast) and will be a two-round, or run-off system, if required.
12. The elections will begin with the position of President. The Elections Officer will ask if there are any nominations for President.
13. A member may not make more than one nomination until all other members have had the opportunity to make a nomination.
14. A member may be nominated by another member, or a member may nominate themselves.
15. A member does not have to be present to be nominated if they provide a written statement (email accepted) to the secretary before the elections consenting to stand for a specific position. The Secretary will provide any such statements to the Elections Officer immediately after he or she is appointed.
16. The Elections Officer will confirm that the nominee consents to stand for President.

17. If so, then the Elections Officer will write the first and last name of the nominee on the whiteboard.
18. The Elections Officer will then ask if there are any other nominations for President, and, if so, proceed as in the previous two steps.
19. The Elections Officer will continue this process until there are no other nominations from the floor for President.
20. The Elections Officer will then add the names of any absent nominees for President received by the Secretary.
21. In closing the nomination process, the Elections Officer need only ask once if there are any other nominations and allow an appropriate pause before moving on to voting.
22. If there are no candidates for the position, the position is left open, and the election process proceeds to the next position.
23. If there is only one candidate for the position of President, that candidate will be elected by acclamation.
24. If there are two or more candidates for the position of President, then one blank ballot will be given to each voting member.
25. Each candidate will be given up to two minutes to address the meeting.
26. The members will vote by writing the first and last name of their selection on the ballot and folding it in half.
27. The candidates will remain in the room and exercise their right to vote.
28. The Elections Officer and Elections Assistants may also exercise their right to vote.
29. The Elections Assistants will collect the ballots.
30. The Elections Officer and Elections Assistants will retire to a separate room and will conduct the vote count.
31. The meeting will stand in recess during the vote count.
32. The total number of ballots will be counted and must be equal to or less than the number of voting members at the meeting. If there are more ballots than the number of voting members, that portion of the election procedure is ruled invalid, and voting must be repeated, otherwise:
  - a. If a candidate receives a majority vote (more than half) then the Elections Officer will announce the name and position of the winning candidate.
  - b. If all candidates receive the same number of votes, the Elections Officer announces this and a re-vote is taken with all candidates.
  - c. If no candidate receives a majority vote, and the second and third standing candidates are tied, then the remaining candidates with lower vote numbers are dropped from the ballot and a re-vote is taken with the three top candidates.
  - d. If no candidate receives a majority vote, and the second and third standing candidates are not tied, then the third and lower of the remaining candidates are dropped from the ballot and a re-vote is taken with the two top candidates.
  - e. Candidates who are dropped from any ballot may have up to two minutes to express their

- support for a remaining candidate to the meeting.
33. Once the vote count is completed, the meeting will come to order and the Elections Officer will announce the outcome of the vote. If a winning candidate is declared, the Elections Officer will write their name on the whiteboard.
  34. This process will be repeated for the three remaining Executive positions.
  35. A ballot for the four Executive positions may be declared invalid at the sole discretion of the Elections Officer if
    - a. more than one name is written anywhere on it,
    - b. the ballot is blank,
    - c. the candidate's first and last name is not written, or
    - d. the candidate's name is illegible.
  36. The five (5) Directors will be voted on using the "bloc vote" or "plurality-at-large" method based on eligible votes cast.
  37. The Elections Officer will ask if there are any nominations for the five Director positions.
  38. A member may not make more than one nomination until all other members have had the opportunity to make a nomination
  39. A member may be nominated by another member, or a member may nominate themselves.
  40. A member does not have to be present to be nominated if they provide a written statement (email accepted) to the secretary before the elections consenting to stand for a specific position. The Secretary will provide any such statements to the Elections Officer immediately after he or she is appointed.
  41. The Elections Officer will confirm that the nominee consents to stand for Director.
  42. If so, then the Elections Officer will write the first and last name of the nominee on the whiteboard.
  43. The Elections Officer will then ask if there are any other nominations for Directors, and, if so, proceed as in the previous two steps.
  44. The Elections Officer will continue this process until there are no other nominations from the floor for Directors.
  45. The Elections Officer will then add the names of any absent nominees for Director received by the Secretary.
  46. In closing the nomination process, the Elections Officer need only ask once if there are any other nominations and allow an appropriate pause before moving on to voting.
  47. If there are no candidates for the Director positions, the positions are left open.
  48. If there are one (1) to five (5) candidates for the position of Director, those candidates will be elected by acclamation. Unfilled positions will be left open.
  49. If there are six (6) or more candidates for the position of Director, then one blank ballot will be given to each voting member.
  50. Each candidate will be given up to two minutes to address the meeting.
  51. The members will vote by writing the first and last name of up to five (5) candidates on the ballot and folding it in half.
  52. The candidates will remain in the room and exercise their right to vote.
  53. The Elections Officer and Elections Assistants may also exercise their right to vote.

54. The Elections Assistants will collect the ballots.
55. The Elections Officer and Elections Assistants will retire to a separate room and will conduct the vote count.
56. The meeting will stand in recess during the vote count.
57. The total number of ballots will be counted and must be equal to or less than the number of voting members at the meeting. If there are more ballots than the number of voting members, that portion of the election procedure is ruled invalid, and voting must be repeated, otherwise;
  - a. The five candidates with the highest number of votes will be declared the winning candidates.
  - b. If there is a tie between the fifth and sixth candidate, then those candidates ranking lower will be dropped, and a re-vote will be taken with the top six candidates.
58. Once the vote count is completed, the meeting will come to order and the Elections Officer will announce the outcome of the vote. If winning candidates are declared, the Elections Officer will write their names on the whiteboard.
59. A ballot for the five Director positions may be declared invalid at the sole discretion of the Elections Officer if
  - a. more than five names are written anywhere on it.
  - b. the ballot is blank.
  - c. the candidates' first and last names are not written.
  - d. all names on the ballot are illegible.
60. A ballot for the five Director positions will not be declared invalid if
  - a. any name(s) on the ballot is/are illegible. Remaining legible names will be counted. If all names are illegible, the ballot is invalid.
  - b. the ballot has less than five candidates named on it.
61. Once all nine Directors positions are dealt with, the Elections Officer will declare the elections closed.
62. The Elections Officer will turn the chair over to the presiding officer.

**END OF DOCUMENT**