
POLICY TYPE: GOVERNANCE PROCESS – General Policies

Policy No: GP 5

POLICY TITLE: Selection of the Executive & Nominations Committee

Approval Date: August 16, 2025

Purpose and Scope

The purpose of this policy is to establish fair and respectful election and removal processes for Council Executive & Nominations Committee members (“Officers”) in the positions of Chair, Vice-Chair, and Member.

This policy is in accordance with the CASLPM by-laws section 9. Officers.

Policy

- The Chair, Vice-Chair, and Member will be elected from among the current members of Council.
- The Registrar will oversee and administer the Executive & Nominations Committee election process.
- Elections will typically occur during a special Council election meeting where a majority of members are present.
- Changes from the election process outlined in this document may be approved by unanimous agreement by Council.

Nomination Process

- The Registrar will initiate the nomination process annually in spring.
- Where a Council Chair is eligible to stand for an additional year/term and they have remaining years on their Council term, Council may agree by consensus to appoint them Chair for an additional year.
 - At the meeting prior to the executive election, the Registrar will call an in-camera session at the end of the meeting, excluding the current Chair to discuss the additional appointment.
 - If a consensus is reached, the Registrar will privately notify the Chair at the end of the Council meeting and the nomination process will continue with the Vice-Chair and Executive Committee Member.
 - If consensus is not reached, the Registrar will privately notify the Chair at the end of the meeting and the election process will continue at the next Council meeting starting with the Chair.
- The Registrar will contact individual Council members regarding their interest in serving in the available roles on the Executive & Nominations Committee.
- When a Council Chair is deemed to be entering their final year as chair, the Vice-Chair will be considered to be elected as the incoming Chair for the following year. Mentorship into the Chair role will be conducted in that year. If it is not possible for the Vice-Chair to assume the duties of the Chair, then Council may allow for differing arrangements of mentorship to occur for the Chair role

- A list of eligible and consenting Council members will be provided to Council at least one week before the Executive & Nominations Committee election meeting.
- During the scheduled meeting, final nominations from members may be invited.

Election of Officers

Election of Officers shall proceed in the following order:

1. Chair
2. Vice-Chair
3. Member

Candidates who were not elected as Chair may run in the subsequent election for Vice-Chair and/or Executive & Nominations Committee Member.

If only one nomination is received for a position, the nominee is acclaimed for the position.

Election Process

If two or more members are nominated for a position, an election shall be held by secret ballot.

All Council members may vote, regardless of candidacy.

The Registrar will:

- Prepare and distribute confidential polling or one ballot to each Council member in attendance.
- Allow members participating virtually to vote by available means.
- Collect and tally all votes to determine the elected member.

If more than two nominees are up for election:

- The nominee receiving the fewest votes shall be dropped from each round of voting.
- Voting rounds continue until one candidate receives a majority of votes cast.
- If there are more than three candidates for a position with a tie for the top two (2) candidates, there will be a second secret ballot between the two tied candidates.
- If there are two candidates for a position and the result is a tie vote, the Registrar will facilitate a discussion to gain consensus on the winner of the election. Failing to gain consensus, the Registrar will flip a coin to determine the winner of that election.

Election Timing and Terms

- Officer elections occur at the first Council meeting after the annual Council election.
- Officers serve one (1) year terms and remain in office until successors are elected.
- In case of election delays, current Officers continue to serve until replacements are appointed.
- Officers may serve an additional one-year term if agreed upon by Council and their remaining Council term is at least one year.
- No Officer shall serve more than three (3) consecutive years in the same position.

Vacancies

- If the Chair position becomes vacant, the Vice-Chair shall assume the Chair role for the remainder of the term.
- If the Vice-Chair role becomes vacant, Council may, depending on the remaining length of the term, elect or appoint an interim Vice-Chair for the remainder of the term. This will constitute the first term served by the Vice-Chair, regardless of length of service.

Removal from Office or Resignation of Position

- Officers *may be removed* by a two-thirds (2/3) vote of Council members present.
- Removal is effective immediately or at the time specified by resolution.
- Officers *may resign* via written notice to Council or Committee.
- Resignations take effect either on the date specified or upon election/appointment of a successor.