



POLICY

POLICY	Election Policy
NUMBER OF POLICY	CO-23-44
DATE OF POLICY	April 21, 2023
APPROVED BY	The Board

PURPOSE

In accordance with governing legislation, nominations and elections to the Board are held annually. This document references relevant sections of the *Professional Governance Act*, regulations and bylaws, and outlines procedures related to nominations, candidate statements, balloting and the publication of results.

The Chief Executive Officer is the Chief Electoral Officer and is responsible for the conduct of the election.

NOMINATIONS

- 1) Candidates may only be considered for election to the Board through the Nomination Committee:
 - a) The Nomination Committee must follow a merit-based selection process in accordance with the *Professional Governance Act* and supporting regulations.
 - b) The Nomination Committee shall make a reasonable effort to nominate at least one more candidate than there are vacancies to be filled on the Board.
- 2) In order for potential nominees to be included on the list of nominees presented by the Nomination Committee, a completed "Prospective Nominee Form" must be submitted to the Nomination Committee by the published due date. The due date may be extended, at the discretion of the Committee.
- 3) The list of candidates nominated by the Nomination Committee, signed by the chair of the Nomination Committee, and accompanied by the written consent of the nominees, must be provided to the the Chief Executive Officer and be published at least 90 days prior to the annual general meeting. (Bylaw 4.4)

- 4) The Chief of Executive Officer will confirm that all nominees are registrants in good standing.

CANDIDATE STATEMENTS

- 5) The election materials shall contain a description of the nomination process, including the role of the Nomination Committee, and a statement encouraging all eligible registrants to vote.
- 6) Candidate statements are to be listed in alphabetical order in the election materials with the exception of the ballot which will be listed in random order.
- 7) Board member candidate statements will be limited to 400 words including Education, Professional History, Engineers and Geoscientists BC Activities, Related Professional Activities, Awards and Honours, and Community Involvement listings.
- 8) The top of the candidate statement, next to the candidate's picture, will list in bold; the name of the candidate, the Engineers and Geoscientists BC professional designation(s) and any Engineers Canada or Geoscientists Canada honorary designations. No other degrees or professional designations will be included in the title.
- 9) The published format for educational degrees is to be as indicated in the Engineers and Geoscientists BC database. Prior to publication, the candidate must provide to the organization verification of degrees that are not listed in the Engineers and Geoscientists BC database. If the degree is an engineering degree (e.g. civil engineering), "civil engineering" will be indicated.
- 10) Only degrees conferred upon the candidate will be included.
- 11) Candidate statements will be formatted as per the examples provided on the Candidate Statement Form. Any description of activities is to be included in the Statement Section.
- 12) Any individual awards, honours or recognitions, e.g. honorary titles candidates wish to include are to be listed under the Awards and Honours category. Any team awards that candidates wish to include must clearly be marked as team awards.
- 13) All activities listed by candidates shall be current or past activities (not future or anticipated activities).
- 14) The Election materials will identify any candidates who are facing a disciplinary inquiry with Engineers and Geoscientists BC.
- 15) Candidate statements may be verified for factual content. Any content deemed by the Chief Executive Officer to be inappropriate, defamatory, or which cannot be substantiated by the candidate may not be published, in the Chief Executive Officer's sole discretion. Staff will advise candidates of content that is unacceptable. Candidates are reminded of tenet 13 of the Code of Ethics to *conduct themselves with fairness, courtesy and good faith towards clients, colleagues and others, give credit where it is due and accept, as well as give, honest and fair professional comment.*

- 16) Candidate statements must not contain promises or assurances advocating for policies or activities that fall outside the remit of Engineers and Geoscientists BC public interest mandate or any statements that could potentially be seen to be advocating for registrant interests.
- 17) Subject to clause 15 and 16, Engineers and Geoscientists BC staff may not provide campaign advice to candidates.
- 18) Engineers and Geoscientists BC's style conventions will be applied to the election material.
- 19) External web links will not be published as part of candidate statements.
- 20) Candidate statements must be submitted by the due date specified by the Chief Executive Officer. Late submissions will not be accepted for publication in the Election Materials.
- 21) Candidate statements may not be edited after the due date, except at the request of elections staff.
- 22) The final wording of the candidate's statement will be provided to the candidate for review and acceptance. If acceptance is not provided by the specified time, the latest version of the statement as emailed to the candidate will be published.
- 23) All candidate statements are confidential prior to publication and will not be released to anyone other than the candidate and those staff and contractors involved in the publication of the Election materials.
- 24) In the Election materials, continuing Board members are to be listed noting Engineers and Geoscientists BC designations only. Lieutenant Governor appointees are to have professional designations noted only.
- 25) Candidates may be invited to participate in additional opportunities that allow registrants to learn more about candidates. Participation in these activities is on an optional basis.

BALLOTS

- 26) The Chief Executive Officer must prepare a ballot containing the names of all candidates nominated by the Nomination Committee (Bylaw 4.5 (2)).
- 27) Voting information shall be sent to all eligible voters at least 42 days prior to Engineers and Geoscientists BC Annual General Meeting.
- 28) Candidates are to be listed on the ballot in random order.
- 29) The candidate's city listed on the ballot is to be the home address as indicated in the Engineers and Geoscientists BC database. The candidate's address will be changed to another recorded address at the request of the candidate.
- 30) The candidate's Engineers and Geoscientists BC professional designation(s) will be listed on the ballot. Other professional designations and degrees will not be listed.

31) Candidates elected by acclamation will be listed with the office they were acclaimed to.

BALLOT PROCEDURES

33) The ballot will be conducted electronically, with a third-party contracted to administer the electronic vote and provide the results to the Chief Executive Officer.

34) The provider of the balloting service will ensure:

- a) Only registered eligible voters are able to vote;
- b) The system is secure and cannot be accessed by unauthorised persons;
- c) Each eligible voter can only vote once;
- d) The ballots of registrants who voted can be identified;
- e) The service provider will track the number of voters by regions and other demographic criteria, as specified by the Board from time to time;
- f) Subject to items 34 d) and e) above, each registrant's vote is kept confidential and under no circumstances will the way in which a registrant voted be disclosed to Engineers and Geoscientists BC and;
- g) No one other than the service provider will have access to voting results until after the closing of voting;

35) Voting for more than the number of Registrant Board members to be elected will render the applicable part of the ballot invalid (Bylaw 4.5 (4)).

36) Voting for less than the number of Registrant Board members to be elected will not invalidate the ballot (Bylaw 4.5 (5)).

37) Voting must be closed at noon on the 15th day prior to the Annual General Meeting (Bylaw 4.5(3)).

38) Ballots cast in an election must be tabulated at least 10 days prior to the Annual General Meeting (Bylaw 4.5 (6)).

39) The candidates for positions as Registrant Board members who receive the most votes in the election are elected to those positions (Bylaw 4.5 (8)).

40) If there is a tie vote between 2 or more candidates, the Chief Executive Officer must hold a random draw to determine the successful candidate (Bylaw 4.5 (10)).

41) The successful candidates for positions of Registrant Board members must take office at the close of the Annual General Meeting (Bylaw 4.5 (12)).

42) Results of the ballot count will remain confidential until such time that the Chief Executive Officer advises they may be published.

43) Should the vote total between the two candidates be less than 25 votes, a verification of the results for those candidates will be conducted by the Chief Executive Officer.

PUBLICATION OF RESULTS

- 44) The Chief Executive Officer must inform each candidate in the election of the results prior to the general publication.
- 45) The number of votes received by each candidate will be published on Engineers and Geoscientists BC website.
- 46) The results must be announced at the Annual General Meeting (Bylaw 4.5 (11)).
- 47) The results of the election will be published on the Engineers and Geoscientists BC website, magazine and e-newsletter.

*For the purpose of this policy, the term “published,” relates to any method deemed appropriate by the Chief Executive Officer where **all** registrants are sent a notification unless otherwise noted.*

Should any provisions in the policy be in conflict with governing legislation, the applicable sections of the Professional Governance Act, regulations, and/or bylaws shall prevail.

Revision and Approval Log

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