



ENGINEERS &  
GEOSCIENTISTS  
BRITISH COLUMBIA

## Election Policy

### Purpose

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

Council may, from time to time, determine the manner of balloting, in accordance with this Policy and may contract with third-party service providers to administer the election process and provide the results to the Registrar.

The election materials shall contain a description of the nomination process, including the role of the Nominating Committee, and a statement encouraging all members and limited licensees to vote.

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

### Nominations

- 1) Candidates may only be considered for election to Council through the Nominating Committee:
  - a) The Nominating Committee must follow a merit-based selection process in accordance with the *Professional Governance Act* and supporting regulations.
  - b) The Nominating Committee shall nominate one or more candidates for the office of President and at least one more candidate than there are offices of Vice President to be filled. Such nominations shall be made, in the case of President, from members who shall have served for at least 2 full years as a Councillor prior to the date of taking office and, in the case of Vice President, from members who shall have served for at least one full year as a Councillor prior to the date of taking office, provided that in each case such members are available. (Bylaw 3(b)).
  - c) The Nominating Committee shall also nominate at least 3 more candidates than there are vacancies to be filled on the Council, provided that there are candidates available. (Bylaw 3(c))
- 2) In order for potential nominees to be included on the list of nominees presented by the Nominating Committee, a completed "Prospective Nominee Form" must be submitted to the Nominating 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 Nominating Committee, signed by the chair of the

Nominating Committee, and accompanied by the written consent of the nominees shall be placed in the hands of the registrar and shall be published at least 90 days prior to the annual meeting. (Bylaw 3(d))

- 4) The Registrar will confirm that all nominees are members in good standing or current holders of limited licences.

### **Candidate Statements**

- 5) Candidate statements are to be listed by office and in alphabetical order in the election materials with the exception of the ballot.
- 6) Candidate statement word limits:
  - a) Council candidates: Limit of 400 words including Education, Professional History, Association Activities, Related Professional Activities, Awards and Honours, and Community Involvement listings.
  - b) Vice Presidential and Presidential candidates: Limit of 800 words including Education, Professional History, Association Activities, Related Professional Activities, Awards and Honours, and Community Involvement listings.
- 7) The top of the candidate statement, next to the candidate's picture, will list in bold; the name of the candidate, his/her Engineers and Geoscientists BC professional designation(s) (P.Eng., P.Geo., Struct.Eng., Eng.L., Geo.L.) and his/her Engineers Canada or Geoscientists Canada honorary designations (FEC, FGC, FEC (Hon.), FGC (Hon.)). No other degrees or professional designations will be included in the title.
- 8) 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 association 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.
- 9) Only degrees conferred upon the candidate will be included.
- 10) 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.
- 11) Any individual awards, honours or recognitions, e.g. honorary titles candidates wish to include are to be listed under the Awards and Honours category.
- 12) All activities listed by candidates shall be current or past activities (not future or anticipated activities).
- 13) The Election materials will identify any candidates who are facing a disciplinary inquiry with Engineers and Geoscientists BC.
- 14) Candidate statements may be verified for factual content. Any content deemed by the Registrar to be inappropriate, defamatory, or which cannot be substantiated by the candidate may not be published, in the Registrar's sole discretion. Staff will advise candidates of content that is unacceptable. Candidates are reminded of tenet 7 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.*
- 15) Subject to clause 14, association staff may not provide campaign advice to candidates.
- 16) Engineers and Geoscientists BC's style conventions will be applied to the election material.

- 17) External web links will not be published as part of candidate statements.
- 18) Candidate statements must be submitted by the due date specified by the Chief Electoral Officer. Late submissions will not be accepted for publication in the Election Materials.
- 19) Candidate statements may not be edited after the due date, except at the request of association elections staff.
- 20) 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.
- 21) All candidate statements are confidential prior to publication and will not be released to anyone other than the candidate and those association staff and contractors involved in the publication of the Election materials.
- 22) In the Election materials, continuing councillors are to be listed noting Engineers and Geoscientists BC designations only. Lieutenant Governor appointees are to have professional designations noted only.
- 23) Candidates may be invited to participate in additional opportunities that allow members to learn more about candidates. Participation in these activities is on an optional basis.

### **Ballots**

- 24) The Registrar shall prepare a ballot containing the names of all nominated candidates.
- 25) Voting information shall be sent to members and limited licensees at least 42 days prior to the Association's Annual General Meeting.
- 26) All ballots (either letter or electronic) will contain a prominent statement indicating that submission of more than one ballot by a member or limited licensee will invalidate all ballots received from that member or limited licensee.
- 27) Council positions will appear in the following order on the ballot: President, Vice President, Councillor.
- 28) Candidates are to be listed on the ballot in the random order drawn by the Registrar (or delegate).
- 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.
- 32) For letter ballots, two envelopes are to be provided for return of marked ballots.
  - a) The first (outer) envelope is to have the ballot return address as the primary address on the front of the envelope and a place for members and limited licensees to mark their name and member ID or limited licence number.
  - b) The second (inner) envelope is for members or limited licensees to place marked ballots in. No mark identifying the member or limited licensee is required on this envelope. This envelope is to be placed in the first envelope by the member or limited licensee.
- 33) For any other balloting method, the provider of the balloting service will ensure:

- a) Only registered members and holders of current limited licences are able to vote;
- b) The system is secure and cannot be accessed by unauthorised persons;
- c) Each member or limited licensee can only vote once;
- d) The ballots of members and limited licensees who voted can be identified and, in the case of a member or limited licensee who voted by more than one method, the ballot can be destroyed and the tally recalculated;
- e) The service provider will track the number of voters by regions and other demographic criteria, as specified by Council from time to time;
- f) Subject to items 33 d) and e) above, each member's and limited licensee's vote is kept confidential and in no circumstances will the way in which a member or licensee voted be disclosed to Engineers and Geoscientists BC;
- g) No one other than the service provider will have access to voting results until after the closing of voting; and
- h) After the close of voting and at least 10 days prior to the Engineers and Geoscientists BC Annual General Meeting, tally sheets are provided to the Registrar.

### **Ballot Count**

- 34) Letter ballots returned to the Registrar shall be placed in the ballot box. All voting shall be closed at noon on the 15th day prior to the Annual Meeting (Bylaw 3(h)).
- 35) Returned letter ballots:
  - a) Outer envelopes are to be scrutinized to ensure they are from a registered member or current limited licensee by comparing the member name and ID or limited licence number with the Engineers and Geoscientists BC database.
  - b) Return of ballot will be marked in the member's or limited licensee's record to ensure only one ballot is counted per member or limited licensee.
  - c) Outer envelopes with valid markings will be opened after the close of voting and after it has been determined that only one ballot has been received from that member or limited licensee. At that time the inner envelope will be removed and placed in the appropriate regional ballot box. (Ballots are sorted by region as per Annual General Meeting motion)
  - d) Outer envelopes that do not have valid markings identifying the sender will not be opened or marked in the member's or limited licensee's record. Unopened outer envelopes will be placed in a separate box for review by election Scrutineers.
- 36) Prior to opening the letter ballots, a comparison will be made of the list of members and licensees who voted by letter ballot and the list of members and licensees who voted by alternate means.
- 37) The ballots of any member or licensee who voted twice will not be counted.
- 38) Letter ballots shall be opened and counted at least 10 days prior to the Annual General Meeting under the supervision of 3 members appointed by Council (Bylaw 3(j)) as the Ballot Counting Committee to act as the Scrutineers. Council shall appoint, or, failing that, the Ballot Counting Committee members shall elect, one member of the Committee as Chair, who shall act as the Chief Scrutineer.
- 39) Tally counts from the ballot service provider shall be added by the Scrutineers to the letter

ballot tallies for each candidate's total votes.

40) Voting for less than the full slate of candidates shall not invalidate the ballot. (Bylaw 3(i)).

41) The letter ballot count is a closed session and only the Registrar or delegate, the Scrutineers and the ballot counters directly involved in the counting of the ballots will be admitted.

42) Letter Ballot Validation

a) All votes for the election of President, Vice President and Councillors shall be cast by making a mark on the ballot against the names of the officers to be elected and against the names of the Councillors to be elected. (Bylaw 3(i))

b) Voting for more than the number of officers or Councillors to be elected shall render that part of the ballot invalid. (Bylaw 3(i))

c) Ballots sent in non-conforming outer envelopes will be reviewed by the Scrutineers and will be considered valid if:

i) The member or limited licensee sending the ballot can be clearly identified.

ii) Only one ballot of any sort has been received from the member or limited licensee.

d) Ballots with markings other than those indicating a vote for a candidate will be considered valid if the conditions above are met and the mark does not interfere with the determination of which candidate is being voted for in the opinion of the Scrutineers.

43) The successful candidates for the offices of President, Vice President and Councillors shall be those who have received the largest number of votes. (Bylaw 3(k)).

44) When there is more than one office of Vice President, the candidate receiving the largest number of votes shall be elected first Vice President and the candidate receiving the second largest number of votes shall be elected second Vice President. (Bylaw 3(k)).

45) If there are any vacancies in Council to be filled the candidate or candidates receiving the next highest number of votes shall be elected for the unexpired term or terms to be filled. (Bylaw 3(k)).

46) In the event of a tie vote between 2 or more candidates, the person or persons to be declared elected shall be the most senior in membership or licensure of the Association. (Bylaw 3(k)).

47) On completion of the counting of the ballots, the Chief Scrutineer shall deliver to the Registrar the results of the poll, together with the letter ballots and tally sheets. (Bylaw 3(k)).

48) The officers and councillors so elected shall take office at the close of the Annual General Meeting. (Bylaw 3(k)).

49) Results of the ballot count will remain confidential until such time that the Registrar advises they may be published.

50) Should the vote total between the two candidates be less than 25 votes, a recount will be done for those candidates.

### **Publication of Results**

51) The President or the Registrar shall inform each candidate in the election of the results prior to the general publication.

- 52) The number of votes received by each candidate will be published on the Association's website.
- 53) The results shall be announced at the Annual Meeting (Bylaw 3(k)).
- 54) The results of the election shall be published on the Engineers and Geoscientists BC website, in the association magazine and e-newsletter.

*For the purpose of this policy, the term "published," relates to any method deemed appropriate by the Registrar where **all** members and limited licensees are sent a notification unless otherwise noted.*

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

*Engineers and Geoscientists British Columbia is the business name of the Association of Professional Engineers and Geoscientists of the Province of British Columbia.*

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