



Professional Engineers and Geoscientists of BC

ELECTION POLICY

Approved by Council January 24, 2014

1. Purpose

Members and holders of limited licences must elect the President, all Vice Presidents and 10 Councillors. (*Engineers and Geoscientists Act* sections 6 and 9 and Bylaw 3)

Each year, there must be an election for the President, the Vice-President(s) and five Councillors. If permitted under the *Act*, Council may, from time to time, determine the manner(s) of balloting, including on-line voting instead of or in addition to letter ballot, 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. Otherwise, the voting shall be by letter ballot in accordance with this Policy and the *Act* (sections 6 and 9).

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

2. Nominations

- a. Candidates may be considered for election to Council through either of the two following methods:
 - i. 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)). 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)); and
 - ii. Nominations of candidates for President, Vice Presidents and Councillors may also be made in writing by any 25 or more members or limited licensees. (Bylaw 3(e)). The only requirement for candidates nominated by 25 members is that they

be members or limited licensees.

The two methods of nominating candidates are complementary and members of the Nominating Committee will not hinder the nomination of candidates pursuant to Bylaw 3(e) and will not interact inappropriately with candidates nominated pursuant to Bylaw 3(e).

- b. In order for potential nominees to be included on the slate of nominees presented by the Nominating Committee, a completed "Potential Nominee Profile and Declaration Form" must be submitted to the Nominating Committee by the published due date.
- c. 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))
- d. Nominees pursuant to Bylaw 3(e) must be submitted no later than 30 days after the publication of the list of candidates nominated by the Nominating Committee. (Bylaw 3(e)). The date of posting the list of Nominating Committee candidates' names on the APEGBC website is deemed the date of the publication of the list of Nominating Committee candidates.
- e. Signatures of nominators for candidates nominated by 25 members do not need to be original signatures (electronic signatures of nominators are acceptable). Responsibility for collection of these signatures rests with the nominee.
- f. The Registrar will confirm that all nominees and nominators regardless of the method of nomination are members in good standing or current holders of limited licences.

3. Candidate Statements

- a. 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.
- b. The election materials will identify which candidates have been put forward by the Nominating Committee and which ones have been put forward pursuant to Bylaw 3 (e).
- c. Candidate statements are to be listed by office and in alphabetical order in the election materials with the exception of the ballot.
- d. Candidate statement word limits:
 - i. Council candidates: Limit of 400 words including Education, Professional History, APEGBC Activities, Related Professional Activities, Awards and Honours, and Community Involvement listings.
 - ii. Vice Presidential and Presidential candidates: Limit of 800 words including Education, Professional History, APEGBC Activities, Related Professional Activities, Awards and Honours, and Community Involvement listings.

- e. The top of the candidate statement, next to the candidate's picture, will list in bold; the name of the candidate, his/her APEGBC professional designation(s) (P.Eng., P.Geo., Struct.Eng., Eng.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.
- f. The published format for educational degrees is to be as indicated in the Association's database. Prior to publication, the candidate must provide to the Association verification of degrees that are not listed in the Association's database. If the degree is an engineering degree (e.g. civil engineering), "engineering" will be indicated.
- g. Only degrees conferred upon the candidate will be included.
- h. Any awards, honours or recognitions, e.g. honorary titles candidates wish to include are to be listed under the Awards and Honours category.
- i. All activities listed by candidates shall be current or past activities (not future or anticipated activities).
- j. The Election materials will identify any candidates who are facing a disciplinary inquiry with APEGBC.
- k. Staff may not advise candidates on the content of candidate statements (e.g. suggest messaging, advise on anything that is not published fact).
- l. Candidate statements may be verified for factual content. Any content deemed by the Registrar to be inappropriate or not easily verified may not be published, in the Registrar's sole discretion.
- m. Editing conventions used in *Innovation* magazine will be applied to the Election materials.
- n. 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.
- o. Candidate statements may not be edited except at the request of the Association's staff editor after the due date.
- p. A formatted copy of the candidate's statement is to be reviewed and signed off by the candidate to indicate acceptance of the candidate's statement to be published.
- q. 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
- r. In the Election materials, continuing councillors are to be listed noting APEGBC designations only. Lieutenant Governor appointees are to have professional designations noted only.

4. Ballots

- a. The Registrar shall prepare a ballot containing the names of all properly nominated candidates.
- b. Notice of voting and, if applicable, letter ballots and other election materials, shall be sent to members and limited licensees at least 42 days prior to the Association's Annual General Meeting. Letter ballots shall be mailed to the last recorded preferred address on record for the member or limited licensee.
- c. 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.
- d. Council positions will appear in the following order on the ballot: President, Vice President, Councillor.
- e. Candidates are to be listed on the ballot in the random order drawn by the Registrar (or delegate).
- f. The candidate's city listed on the ballot is to be the preferred address as indicated in the Association's database. The candidate's address will be changed to another recorded address at the request of the candidate.
- g. The candidate's APEGBC professional designation(s) will be listed on the ballot. Other professional designations and degrees will not be listed.
- h. Candidates elected by acclamation will be listed with the office they were acclaimed to.
- i. For letter ballots, two envelopes are to be provided for return of marked ballots.
 - i. 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 limited licensees to mark their name and member ID or limited licence number.
 - ii. 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.
- j. For any other balloting method, the provider of the balloting service will ensure:
 - i. Only registered members and holders of current limited licences are able to vote;
 - ii. The system is secure and cannot be accessed by unauthorised persons;
 - iii. Each member or limited licensee can only vote once;
 - iv. 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;

- v. The service provider will track voting by regions and other demographic criteria, as specified by Council from time to time;
- vi. Subject to items iv and v above, each member's and limited licensee's vote is kept confidential and in no circumstances will how a member or licensee voted be disclosed to APEGBC;
- vii. No one other than the service provider will have access to voting results until after the closing of voting; and
- viii. After the close of voting and at least 10 days prior to the Association's Annual General Meeting, tally sheets and a list of who voted are provided to the Registrar.

5. Ballot Count

- a. 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)).
- b. Returned letter ballots:
 - i. 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 Association's database.
 - ii. 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.
 - iii. 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)
 - iv. 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.
- c. 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.
- d. The ballots of any member or licensee who voted twice will not be counted.
- e. 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.

- f. Tally counts from the ballot service provider shall be added by the Scrutineers to the letter ballot tallies for each candidate's total votes.
- g. Voting for less than the full slate of candidates shall not invalidate the ballot. (Bylaw 3(i)).
- h. 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.
- i. Letter Ballot Validation
 - i. 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))
 - ii. Voting for more than the number of officers or Councillors to be elected shall render that part of the ballot invalid. (Bylaw 3(i))
 - iii. Ballots sent in non-conforming outer envelopes will be reviewed by the Scrutineers and will be considered valid if:
 - 1. The member or limited licensee sending the ballot can be clearly identified.
 - 2. Only one ballot of any sort has been received from the member or limited licensee.
 - iv. 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.
- j. 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)).
- k. 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)).
- l. 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)).
- m. 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)).

- n. 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)).
- o. The officers and councillors so elected shall take office at the close of the Annual General Meeting. (Bylaw 3(k)).
- p. Results of the ballot count will remain confidential until such time that the Registrar advises they may be published.
- q. Should the vote total between the two candidates be less than 25 votes, a recount will be done for those candidates.

6. Publication of Results

- a. The President or the Registrar shall inform each candidate in the election of the results. (Bylaw 3(k)). The Registrar shall advise each candidate by email of the results prior to general publication, including the number of votes he/she received.
- b. The number of votes received by each candidate will be published on the Association's website.
- c. The results shall be announced at the Annual Meeting (Bylaw 3(k)).
- d. The results of the election shall be published on the APEGBC website, in the Association's journal and e-newsletter, and by news release.

*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 provision in this Policy be in conflict with the Act or bylaws, the Act and/or bylaws shall prevail.*