

**BOARD OF DIRECTOR ELECTION
POLICY
I.P.S.C. ONTARIO**

This protocol is passed by the Board of Directors as a resolution pursuant to the authority contained in sections 6h) and 6i) of the Constitution as amended by the Board of Directors on September 30, 2017.

Election Committee Chair

1. The elections of Directors shall be conducted by the Election Committee Chair.
2. The Election Committee Chair shall solicit members who are not running in the current election to be members of the Election Committee to assist with the running of the election.

Voting by the Election Committee

3. Members of the Election Committee, including the Election Committee Chair, may vote in the election provided their ballots are deposited in the ballot box before counting begins.

Nomination Procedure

4. Requests for nominations for candidates for the Board of Directors shall be made by the Election Committee Chair by announcing the request for nominations for candidates on the I.P.S.C. Ontario Forum in a section reserved for use by the Election Committee Chair.
5. The Election Committee Chair shall provide a nomination form as an attachment on the I.P.S.C. Ontario Forum in the section reserved for use by the Election Committee Chair for retrieval by the members.
6. The nomination form shall be varied annually by the Election Committee Chair to show the year of the election, the address for return of the nominations and the deadline for receipt of nominations.

7. Only one nomination form shall be accepted for each candidate seeking election.
8. In order to be eligible to run in the election, the nominee must renew his or her membership for the year in which the election is to be held by 1159 hours on December 8.

Return of Nomination Forms

9. Once completed, the nomination form shall be mailed using any mail delivery service offered by Canada Post, however, no mailing of a nomination form shall require the signature of the recipient.
10. Nomination forms mailed to the Election Committee Chair must be received no later 1700 hours on December 8, and must be sent to the address shown on the nomination form.

Financing the Election

11. The Board of Directors shall provide funds to the Election Committee Chair in an amount to be determined by the Board of Directors based on:
 - (a) The recommendation of the Election Committee Chair;
 - (b) Past expense incurred during previous elections; and,
 - (c) The size of the membership.

Ballots

12. Once the deadline for the receipt of nomination forms by the Election Committee Chair has passed and it is determined there are more eligible candidates than positions to be filled, a ballot shall be prepared by the Election Committee Chair or his or her designate which shall include the year of the election, the number of vacant positions to be filled, names of all valid nominees, the address to which the ballot is to be returned and the deadline for receipt of ballots by mail.

13. Ballots shall be sent out to all current members, as determined by the Election Committee Chair at the time of the mailing and in no case shall ballots be sent out later than January 15.

14. When the time for the mailing of ballots to the membership or receipt of completed ballots by the Election Committee Chair occurs on a holiday, including Saturday or Sunday, ballots may be sent out or received on the next day that is not a holiday.

Current Members

15. A member who renews by 1159 hours on the day prior to the General Meeting at which the election is being held may request a ballot at the General Meeting and file that ballot in person at the General Meeting.

Ballot Control

16. Every ballot returned to the Election Committee Chair shall be returned using the control envelope provided with the ballot at the time of receipt of the ballot by the member.

17. Once completed, the ballot may be mailed using any mail delivery service offered by Canada Post, however no mailed ballot shall require the signature of the recipient.

18. Mailing of a ballot is irrevocable and no ballot may be replaced or withdrawn once received by the Election Committee Chair.

19. All mailed ballots must be received no later than 1300hrs on the day prior to the election.

20. In the alternative to Articles #16 and #17, any member may hand-deliver his ballot at the General Meeting at which the election is to be held, sealed in the control envelope provided with the ballot in accordance with Articles #31, #32 and #33 of this policy.

21. The Election Committee Chair shall keep all mailed ballots in their control envelopes for safe-keeping to be counted on the day of the General Meeting next following the receipt of the ballots.
22. A ballot is a spoiled ballot when any one or more of the following conditions occur:
 - a. A ballot contains a greater number of votes cast than positions available;
 - b. A ballot is not filled out;
 - c. The voter's intention is unclear on a plain reading of the ballot;
 - d. A contains the name of a candidate who was not nominated.
23. The Election Committee Chair has absolute authority to determine the validity and accuracy of a ballot.

The Election

24. The Election Committee Chair shall transport the unopened ballot envelopes that have been mailed in to the location of the General Meeting at which the ballots are to be counted and shall ensure that the ballot envelopes remain unopened until 0900 hours or as soon as practicable thereafter on the day of the General Meeting at which the votes are to be counted.
25. The ballots shall be counted in a manner to be determined by the Election Committee Chair to ensure validity and accuracy.

Location of the Ballot Count

26. The President shall reserve a room for the Election Committee to count the ballots, unobserved by anyone not on the Election Committee unless designated as a scrutineer and the reserved room shall be paid for by the corporation.

27. The Election Committee shall be sequestered in the room provided for the purpose of counting the ballots and no member other than the Election Committee Members, the Chair of the Election Committee or scrutineers may enter the room in which the ballots are being counted during the counting of the ballots.

Security and Confidentiality

28. At no time are the ballots to be left unattended and at least one member of the Election Committee must remain with the ballots at all times.

29. No member of the Election Committee may report the interim or final results of the ballot count.

Hand-Delivered Ballots

30. Any member attending the General Meeting at which the election is being held may deliver his or her own completed ballot contained in the control envelope for that ballot but no member may deliver the ballot of another member.

31. The ballot envelopes brought to the General Meeting shall be placed in a container designated for that purpose for delivery to the Election Committee.

32. No hand-delivered ballot envelope will be accepted after 1100 hours on the day of the election.

33. Once all ballots being hand-delivered are deposited in the container designated for that purpose, the Election Committee Chair shall be notified that the remaining ballots are ready for counting.

34. A member of the Election Committee shall retrieve the container containing the hand-delivered ballots once the time for delivery of ballots has expired and deliver the unopened container to the room in which the ballots are being counted.

35. The Election Committee shall count all of the votes and determine which candidates have been elected to fill the vacant positions on the Board of Directors.

Procedure Following the Ballot Count

36. Once the successful candidates have been determined, the Election Committee Chair shall advise the President or, in his absence the Vice- President, that the election results have been finalized.

37. The President or, in his absence the Vice-President, shall recognize the Election Committee Chair at the General Meeting and the Election Committee Chair will announce the successful candidates to the membership at the General Meeting.

Security of the Ballots Following the Election

38. All ballots shall be kept in a secure container by the Election Committee Chair following the counting of the ballots to be held by the Election Committee Chair pending a valid request for a re-count.

Scrutineers

39. Each candidate may designate a scrutineer.

40. Scrutineers may vote in the election provided their ballots are sent in the mail to the Election Committee Chair or deposited in the ballot box at the General Meeting before any counting has begun.

41. Scrutineers are entitled to observe the ballot counting process.

42. Scrutineers may advise the Election Committee Chair of any perceived irregularity in the ballot counting process.

43. The Election Committee Chair has the ultimate authority to rule on the validity of any reported irregularity and, where necessary, to provide a suitable remedy for any irregularity.

44. No scrutineer may convey the ongoing or final results of the ballot count to any member prior to the Election Committee Chair announcing the results of the election or, in the event of a re-count, the results of that re-count prior to the Election Committee Chair announcing the results of the re-count.

Re-counts

45. A request for re-count may be made by any nominee who is within five percent of the successful candidate with the fewest votes.

46. A fee for demanding a re-count is \$100 payable to IPSC Ontario.

47. A request for re-count must be made in writing and received with the re-count fee by the Election Committee Chair not later than one hour following the conclusion of the election.

48. Upon receipt of a valid request for re-count, a re-count will be conducted and the Election Committee Chair will report to the President that the re-count has been completed.

49. Once the President, or in his absence the Vice-President, has been advised that the re-count has been completed, the General Meeting shall be re-convened, the President or, in his absence the vice-President will recognize the Election Committee Chair and the Election Committee Chair shall announce the successful candidates at the General Meeting.

50. The re-convening of the General Meeting may be called with or without quorum for the sole purpose of announcing the result of the re-count and adjourning the General Meeting.

51.If the re-count results in a change in the list of successful candidates, the fee paid with the request for the re-count shall be refunded to the member who paid the fee.

Destruction of Ballots

52.The ballots shall be held by the Election Committee Chair for a period of 15 days after which the ballots shall be destroyed.

Appeals

53.Final results of the election may not be appealed to any court or tribunal.

Dated at the City of Barrie this _____ day of October, 2017.

Len Walker
President

John Evers
Secretary