

OMEA Elections Procedure Development Subcommittee
Approved copy by the OMEA Board of Directors.

Scope of Policy

This policy is meant to work in conjunction with: *The Canada Not-for-Profit Corporations Act*, which defines the legal framework that the OMEA operates under, *sections of the OMEA Bylaw #2* which address the Nominations Committee, director elections and member voting as well as *other operating policies and procedures* created by the OMEA that are accessible on the OMEA website under ‘Policies and Procedures’ (login required).

This policy is also designed to align with the OMEA Equity Statement, and the following goals related to our ongoing organizational commitment to equity, diversity, and inclusion (EDI), as well as our EDI accountability framework.

Equity, Diversity and Inclusion Goals of the OMEA:

- Centre equity, diversity, and inclusion in all facets of the organization. The OMEA’s current focus is on- but not limited to- anti-racism, decolonization, and accessibility,
- Build trusting relationships as the foundation of our work,
- Create space to listen and learn from each other (our members/non-members), and amplify marginalized voices,
- Centre transparency, sustainability, and accountability at the forefront of our work.

Process	Description
<p>Nominations</p>	<p>1.0 - According to OMEA Bylaws, “A Nominating Committee shall be established by the board in accordance with section 8.01 below for the purpose of proposing a list of candidates for election to the board. In selecting candidates for the board, the Nominating Committee shall have regard to the skills and selection criteria as established by the board. The list of candidates proposed by the Nominating Committee shall be subject to approval by the board before circulation to the members of the Corporation.”</p> <p style="text-align: center;"><i>8.01 Committees</i></p> <p><i>The board may from time to time establish any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the board shall see fit, or terminate any committee or other advisory body, as it deems necessary or appropriate. The size, composition, structure and election process for members of any such committee shall be established by the board. Any such committee shall operate within the rules and directions as the board may from time to time make. Any committee member may be removed by resolution of the board.</i></p> <p>1.1 - The Nominations Committee will be chaired by a member of the</p>

OMEA board as appointed by the board of directors at the January board meeting before an election is to be held. The chair of the Nominations Committee must not be a nominee in the upcoming election. The chair of the committee will put out a call for committee members through e-notes in February of the election year.

1.2 - The Nominations Committee functions to organize nominees, and facilitate an election according to the above procedure. The Nominations Committee is an organizational structure made up of OMEA board directors and/or members of the OMEA general membership, as appointed and approved by the board of directors.

1.3 - The Nominations Committee will consist of 3- 6 members of the OMEA. Members of the Nominations Committee must be current members of the OMEA. The committee should consist of a mix of board of director members and regular membership.

1.4 - In the event of more than 6 applicants for the Nominations Committee, members will be selected by a randomized lottery.

1.5 - The initial "Call for nominations" will be issued in the Summer Recorder (deadline is mid-June) and repeated again the first week of September through the website, eblast, and social media. The call will include a link to a document that entails what being on the board looks like. The deadline for nominations will be September 15 in order to provide adequate time for the Nominations Committee to compile and present candidates for voting (see next subsection).

1.6 - The board will approve the list of eligible nominees at the September board meeting to be published to the membership on October 1, each election year.

1.7 - The primary vehicle for nominations will be an online form available on the OMEA website and advertised widely in *The Recorder* and through social media. There will also be a mail-in nomination option to create barrier-free access to the election. Mail-in forms would be available in the Summer Recorder (mid-June deadline). Nominations will be mailed to the chair of the Nominations Committee and must be received by the September 15 deadline.

1.8 - Nominees can be nominated by an individual OMEA member OR by nominating themselves ("self-nomination").

1.9 - Members can nominate no more than two individuals.

1.10 - The Nominations Committee will contact all nominees to confirm that they wish to accept the nomination.

1.11 - The name of the nominator will not be public nor attached in any election documentation in order to prevent bias.

	<p>1.12 - The OMEA bylaws indicate that directors must be members. If an individual self-nominates/is nominated by a peer and they are not a current member of the Association, the Nominations Committee will reach out and determine a plan for the nominee to become a member of the OMEA. The nominee must be an OMEA member prior to running in an election. The Nominations Committee will work with the OMEA Board, in accordance with the established OMEA Equity Action Plan, to ensure that any barriers to OMEA membership might be considered for any prospective nominees that might not be able to access membership. The OMEA Board will work to mitigate those barriers in a reasonable and equitable fashion to ensure all prospective directors have an opportunity to run.</p> <p>1.13 - Depending on the election and portfolios available, the Nominations Committee may choose to highlight and advertise specific portfolios that could be available at an upcoming election. For instance, if the board was anticipating a role that demanded a specific skill (e.g. Webmaster). Conversely, the Nominations Committee may choose not to post potentially available portfolios depending on vacant seats and movement of sitting board members. This will be situational, based on the year and what spots might be available, and the Nominations Committee should work with the OMEA board to determine the best course of action for any given election.</p> <p>1.14 - After the elections procedure is complete, the executive positions of the OMEA will work with the elected board to determine appropriate portfolio assignments that are both reflective and responsive to the needs of the individuals elected and those of the Association. The OMEA executive will lead a collaborative process to ensure that portfolios are determined to match the skills and interests of the individuals elected to the board, while considering the current needs of the Association. It is understood that the portfolio titles and job descriptions may change at any time based on these needs.</p> <p>1.15 - The Nominations Committee will publicize the list of candidates to the membership in advance of voting. Candidates will be given opportunities to submit information about themselves in advance. The format will be determined by the Nominations Committee.</p>
<p>Voting</p>	<p>2.0 - The primary voting tool will be an online platform. Mail-in voting can be made available upon request to the Nominations Committee. Voting will take place over a 3.5 day window during the week of the conference. For example, Wednesday, Thursday, Friday, Saturday (1 hour prior to the beginning of the AGM). A computer will be made available along with signage containing QR codes. It is the responsibility of the Nominations Committee to facilitate this procedure during the conference.</p> <p>2.1 - A voting link will be sent to all members through a variety of means (ex. mailchimp/website advertisement /Recorder). It will utilize the back-end of the website to verify membership (current to the date of AGM) similar to the conference registration system. Voting will be kept confidential and anonymous.</p>

	<p>2.2 - Members will be allowed ONE vote for the Vice President role; One vote for the Secretary/Treasurer role in the appropriate year (see 6.0/6.1); The number of votes shall not exceed the number of positions available in the given election year.</p> <p>2.3 - The Nominations Committee will tabulate votes during the hour prior to the AGM in order to facilitate a presentation of the slate of directors at the AGM.</p> <p>2.4 - Elections data will be securely stored on the website until the full slate of directors has been presented, elected and approved at the AGM.</p> <p>2.5 - The chair of the Nominations Committee will select 2 impartial scrutineers from among the committee to view the data and report the successful candidates back to the OMEA President for inclusion on the final slate of directors for the upcoming term.</p> <p>2.6 - The destruction of ballots will occur after the approval of the elected slate of board members at the AGM through a successful motion on the floor of the AGM to destroy the ballots. The webmaster will be instructed to delete all election data from the website after the motion passes.</p>
<p>Annual General Meeting - Election Finalization</p>	<p>3.0 - According to OMEA bylaws, the full-slate of directors must be approved at the AGM. The full slate of elected / term renewed directorship will be voted on and approved by the membership in attendance at the AGM. The AGM, as always, will be communicated and advertised to the full membership 21-35 days prior.</p>
<p>Board of Directors Term Length</p>	<p>4.0 - The term length for an elected member of the standard board of directors is two years. This is indicated in our bylaws.</p> <p>4.1 - An elected board member will hold their seat for two years. They will have the ability to renew their position without running in the standard election for a second term (4 years total) and a third term (6 years total).</p> <p>4.2 - When a director completes their term of service (as outlined above), they are eligible to run again in the full-election and must be nominated again.</p>
<p>Presidential Elections</p>	<p>5.1 -The obligations related to the role of the president of the OMEA generally entail 2 years as vice-president, 2 years as president and 2 years as past president.</p> <p>5.2 - The “future president” will run in the standard election as vice-president. It will be clearly communicated on the voting platform that the individuals running for this position will move into the vice-presidential role (once elected) in order to work at the leadership level and grow accustomed to the OMEA executive for two years. They will then move into the presidential role for two years. Finally they will move into the past-president role where they will work to provide support and expertise on policy and procedure to the executive.</p>

	<p>5.3 - In order to run in the election to become vice-president, an individual must be peer nominated and have held an elected seat on the OMEA board for a minimum of two years in order to develop an understanding of the organization.</p> <p>5.4 - Upon completion of a past-president term, if the past-president wishes to run for a position on the OMEA board, they may do so in the election.</p> <p>5.5 - Individuals typically only serve one two-year term as OMEA president.</p>
<p>Treasurer and Secretary (Executive)</p>	<p>6.0 - The executive positions of treasurer and secretary ideally consist of six-year staggered terms in order to reduce executive turnover. For instance if a secretary is elected in 2022, they would hold that spot until 2028. A treasurer election would not take place in 2022, but rather at the next AGM in 2024. This will allow for a staggered turnover in these key executive positions with the OMEA.</p> <p>6.1 - In order to run in the election to become treasurer or secretary, an individual must be peer nominated and have held an elected seat on the OMEA board for a minimum of two years in order to develop an understanding of the organization.</p>
<p>Interim Directors</p>	<p>7.0 - According to the bylaws, the board reserves the right to appoint up to 1/3 of the board (no more) in interim directors to fill positions that become vacant for unforeseen reasons.</p> <p>7.1 - Interim directors will hold their seat until the next AGM. If the elected OMEA board wishes to present an interim director whose term is expiring to the membership in a non-election year to complete a 2 year term, this must be presented as an ordinary resolution at the appropriate AGM for member approval.</p> <p>7.2 - The process of appointment to an interim position will take place internally, with members of the OMEA board putting out a call for interim directors. This process can involve the advertisement of a specific portfolio that needs to be filled or conversely, the call may be open and not involve a specific portfolio. The call can go out through email, social media and, if timelines allow, <i>The Recorder</i>.</p> <p>7.3 - The OMEA board will discuss potential interim applicants at a board meeting during an in-camera session. The board will vote accordingly on the best suited director to fill the vacancy based on the applications received.</p> <p>7.4 - The successfully appointed interim director will be contacted by the OMEA president and notified of their position.</p>
<p>Acclaimed Positions</p>	<p>8.0 In the event that only one individual runs for an elected position, that member may be acclaimed to the position by the Nominations Committee</p>

	and presented on the slate of directors at the AGM. Acclaimed positions will be shared along with nominees.
--	---