

# St. Albert Pickleball Club Club Procedure

## Operational

### Nominating and Voting Procedure

The bylaws provide that any member who has not withdrawn from membership nor has been suspended or removed from membership and who has paid all required membership fees applicable to the current year shall have the right to vote at any General or Special meeting of the Society. Such votes must be made in person and not by proxy or otherwise.

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#### Nomination Procedure

By April 1 the Secretary will notify the Nominating Committee which positions will be vacant along with the skill sets needed to fill these positions. The Secretary will inform the Committee which current Board members are willing to stand for re-election. If a current Board member whose term is not completed at the next AGM wishes to let their name stand for a vacant position, then their current position will be added to the list of vacancies to be filled. Members of the Nominating Committee are not eligible to stand for nomination.

The Nominating Committee invites the members via the newsletter or email to submit nominees to the Nominating Committee, informing them if there are incumbents for any of the vacant positions. Links providing the particulars for the positions up for election and the skill sets required will be included with the invitation to nominate to the members.

The Nominating Committee will participate in organized events where there is opportunity to promote vacant Officer and Director positions directly with members and to answer any questions.

Members (and the Nominating Committee) are expected to verify that their nominees will stand for election for the particular position and are familiar with the SAPC Board member job description, skill set requirements and Code of Conduct. Self-nomination is permitted. The list of proposed nominees from the Nominating Committee will be included with the notice for the AGM.

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#### AGM Preparation for Elections

At the AGM, the Secretary will have a current membership list, indicating which members are members in good standing that have paid their dues. The members will sign behind their name, indicating their attendance. The Secretary establishes how many people present are entitled to

vote, and the chair establishes if a quorum as per the bylaws is present. (At the 2019 AGM, bylaws state a quorum for the AGM is 10 members eligible to vote.) A person is elected or acclaimed when they receive more than 50% of the votes from the number of eligible voters present. The Secretary will have ballot papers ready in case a secret ballot is called for.

At the AGM the order of nominating and voting for the vacant positions will be: President, Vice President, Secretary, Treasurer, Communications Director, Membership and Volunteer Director, and then Directors-at-Large.

The slate of nominations will be moved by the Nominating Committee, seconded by a member and may be amended or added to prior to final approval by the membership.

If only one nominee is available for a position, the position will be filled by a vote of acclamation requiring more than fifty percent of the vote. If a position cannot be filled during the AGM due to a lack of suitable candidates, the Board will seek to appoint a person to the position at the next Board Meeting.

Nominees for a Board position that were not elected to the particular Board position may let their name stand for any of the remaining vacant positions still to be voted on.

After approval of the slate of nominees the members present will appoint an Elections Officer, who will follow the Procedure for Board Elections.

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## Procedure for Board Elections

1. The Nominating Committee will have confirmed members to conduct vote counting prior to the meeting. Such volunteers cannot be on the nomination list.
2. Proxy and absentee ballots are not permitted as per the bylaws.
3. Ordinarily, voting is by a show of hands. If a request for voting by secret ballot for a particular position has been moved, seconded and carried, then the Elections Officer will ask that the name of choice is written on the secret ballot, and the ballots are collected by the members appointed to count the votes. The total number of ballots must be verified to be less than or equal to the number of eligible voters on the attendance sheet. Roberts Rules of Order govern which ballots are deemed valid.
4. The Elections Officer announces the first vacant position to be filled, and reads the list of nominees for that position. The Election Officer asks if there is any person nominated but not elected for a previous position who wishes to let their name stand for this position.
5. After the nominees have been identified, they will introduce themselves with a short description of relevant experience for the position they have been nominated for and will leave the room during the vote.
6. The Elections Officer will announce the first nominee for the position and ask for a show of hands for this nominee. The counting committee counts and reports the number of votes for the first nominee to the Elections Officer.

7. Each following nominee for the given position is announced and the number of votes tallied as per the above procedure.
8. The vacant position will be filled by the nominee that has the highest number of votes, having more than fifty percent of the votes.
9. If no nominee has more than fifty percent of the vote, the nominee with the lowest number of votes is removed from the list of nominees, and another vote is held with the remaining nominees to fill the position. The process is repeated until the position is filled, meeting the more than fifty percent vote requirement.
10. The Election Officer announces who the elected person for the position is, and proceeds to the next vacant position to be filled, following the above procedure.
11. After all vacant positions are filled the Election Officer hands the meeting back over to the Chairperson of the AGM.

The chairperson of the meeting asks for a motion to install the newly elected Officers and Directors, taking over their position responsibilities from the outgoing board members once the AGM has been adjourned.

If secret ballots were used, the Chairperson asks for a motion to destroy the ballots.

Approval date: April 8, 2019

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