

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Nominations and Elections	ORIGINATED:	1985 Terms of Reference
TITLE:	NOMINATING COMMITTEE	REVISED:	06Nov, 09Sep, 12Feb, 15Sep
NUMBER:	3.1	PAGES:	3

PURPOSE

To identify at least one suitable candidate willing to accept a nomination for each of the Executive positions open for re-election.

POLICY

1. The Membership Director shall serve as Chairperson of the Nominating Committee. If the Membership Director is not able to chair, the President will appoint a Chair at the September meeting.
2. At the September meeting, the President appoints two (2) other IPAC-EO members to serve on the Nominating Committee.

FUNCTION

1. The Nominating Committee Chairperson liaises with the Chair from the previous year.
2. The Nominating Committee:
 - a) informs membership regarding the executive vacancies and how to nominate candidates using the Chapter Nomination Form (*attached*) after the September meeting, including a deadline for nominations of October 31;
 - b) encourages members to inform the Committee if they are interested in volunteering for an Executive position;
 - c) receives nominations for Executive positions;
 - d) nominates one candidate to fill each Executive vacancy, considering the skills and expertise required (NOTE: nominations to the Executive require two nominees);
 - e) ensures that a Nomination Form is completed for each candidate to an Executive position;
 - f) encourages and accepts volunteers to other chapter and IPAC Canada representative positions, and announces these updates following the Executive elections.
3. Nomination forms will be retained for archives.
4. If there is only one candidate for the position, the nominee is elected by acclamation.
5. If there are positions that have not been filled, nominations will be accepted at the AGM.
6. When there is more than one candidate for a position:
 - a) The Elections Ballot (*attached*), containing the names of all multiple candidates for positions, is sent out to all members with the Annual General Meeting (AGM) agenda, with a request to vote and return the ballot to the Chairperson no later than the day prior to the AGM.
 - b) The Chairperson conducts the election at the AGM by secret ballot, using the Elections Ballot (*attached*). This ballot is to be used at all meeting sites by all members in attendance who have not previously voted electronically.
 - c) One volunteer at each site collects the ballots and collates the votes. Results are emailed to the nomination chair during the meeting and all votes are counted together with the previously received electronic votes.
7. Members holding "Student" or "Retired" membership status are not permitted to vote.
8. The President will abstain from voting, unless a tie-breaking vote is required.

REFERENCES

1. IPAC-EO Terms of Reference (<http://www.ipac-canada.org/IPAC-EO/TOR.pdf>)
2. IPAC Canada Policy 12.10 (<http://www.ipac-canada.org/Members/policies/12-10.pdf>)

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NOMINATION FORM for EXECUTIVE POSITIONS (Policy 3.1)

We, the undersigned, wish to nominate (Name) _____

(Title) _____ (Facility) _____

as a candidate for election to the position of (Office) _____

on the IPAC-EO Executive. Term to commence (date) _____

1. (Nominator name) _____ (Signature) _____

2. (Nominator name) _____ (Signature) _____

Dated: _____

CONSENT OF CANDIDATE

I, the undersigned, acknowledge the above nomination and consent to allow my name to stand for this position.

(Signature) _____ (Date) _____

Please complete and send to the Membership Director (Chair of Nominating Committee) by October 31.

Revised April 13, 2015

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IPAC-EO ELECTIONS BALLOT (Policy 3.1)

Voting will take place by email prior to the AGM and additionally **at each** site via secret ballot during the AGM, for those attending the meeting.

* If you are at a remote site please hand your ballot to the designated person at each site. The designated person will tally the results and email them to [the Chair of the Nominating Committee].

Slate of Candidates: [replace these examples with the actual executive positions up for election, as well as the name of any nominees]

1) President-Elect Executive Position: [replace with vacant position]

A) John Doe [replace with name of nominee]

B) _____

C) _____

2) Secretary Executive Position:

A) _____

B) _____

C) _____

3) New ICP Executive Position:

A) _____

B) _____

C) _____

Revised April 13, 2015