



**Co-operative Housing  
Association of Eastern Ontario**  
**Association de l'habitation  
coopérative de l'est ontarien**

## **CHASEO Election Guidelines**

### **Purpose**

The purpose of these guidelines is to assist CHASEO's Nominating Committee, Elections Officer and Scrutineers to conduct fair and open elections for the Board of Directors. These guidelines are meant to compliment the Organizational Bylaw #3 and the Terms of Reference of the Nominating Committee.

### **Nominating Committee**

The Committee will work towards ensuring that the CHASEO Board of Directors has a pool of qualified Board candidates at each AGM/Board election. The Committee sets out to achieve a standardized nominating process.

The role of the Nominating Committee will be reviewed by the Board of Directors from time to time and will be set out in the Terms of Reference for the committee.

Typically, the Nominating Committee will be composed of Board members whose terms don't expire until the following Annual General Meeting. Therefore, no member of the Nominating Committee shall seek election to the CHASEO Board of Directors for the election period

### **Elections Officer**

The Board of Directors may appoint an Elections Officer to oversee elections processes. The Elections Officer may be a member of the Nominating Committee, CHASEO Director or any other qualified individual. The membership will confirm the role of Elections Officer at each AGM/Board election.

The Elections Officer should not be a candidate for any position being contested in an election and cannot be seen to have any affiliation with or show support for any candidate or group of candidates.

The Elections Officer will be responsible to oversee a fair and open nomination process, distribution of ballots and counting of ballots.

### **Role of Scrutineers**

Scrutineers shall be elected by the membership ahead of any election-related item on a meeting agenda. The scrutineers should not be candidates for any positions being contested in an election and cannot be seen to have any affiliation with or show support for any candidate or group of candidates.

Scrutineers will work with the Elections Officer to ensure that ballots are cast fairly, in accordance with Bylaws. Scrutineers will also be responsible to work with the Elections Officer to count Ballots in accordance with the bylaws (procedures below).

Scrutineers will communicate any concerns regarding their duties to the Elections Officer or the Board Chair. Scrutineers will not communicate directly with candidates about the results of the election.

### **Notice of Election**

Notice of Election will be sent to delegates and members with sufficient notice to allow for a transparent and open election process.

### **Election Timetable**

The Nominating Committee will set out the Timetable and key deadlines for elections each year.

The following guidelines should be considered in setting the timetable

- There should be a period of at least two weeks between the date nominations are invited and the close of pre-AGM nominations period
- There should be a period of at least two weeks between the close of the pre-AGM nominations period and the Annual General Meeting

The Committee will set out and publish guidelines for candidates' submission of Candidate materials

### **Nominations**

Nominees must comply with eligibility requirements as set out in CHASEO's Organizational Bylaw.

Candidates will be asked to include the following in their nomination package:

- Nomination form including full name, address, name of their co-op or management organization, contact information
- Signed Candidate in Good Standing Form
- Candidate Self-Assessment
- Candidate Bio (in accordance with word/ character limit set out by committee)
- Candidate Photo

The nominating Committee may consider a nomination incomplete if any of the above-mentioned elements are missing or incomplete. If a nominee fails to submit all completed nomination package elements, they may be considered nominations from the floor.

Any candidate who submits their nomination during the pre-AGM nomination period will have their:

- Profile included in AGM meeting package, as distributed to delegates
- Name, Self-Assessment and photo displayed on screen during candidate speeches
- Profile printed and available on site at Annual General Meeting

Nominations received following the pre-AGM nomination period or from the floor will still be accepted, although candidates will be considered for election will not:

- Be permitted to circulate any printed material to delegates at the AGM or Spring Congress event
- Have their name displayed on screen during candidate speeches
- Have printed materials (skills, bio, platform, etc.) circulated to delegates

### **Candidate Profiles**

Profiles should be submitted to the nominating committee, in an approved format, any time before the close of the pre-AGM nomination period.

The Nomination Committee may reject any candidate profile that:

- Is false or misleading
- Exceeds the stipulated word limit
- Is not appropriate or disrespectful

The Nomination Committee will approach candidates and give them the opportunity to edit, omit or rectify information, or to reduce the length of the information to comply with nomination requirements.

### **Information for Candidates**

Candidates will be allowed to contact CHASEO Staff and Directors to inquire about Board functioning, CHASEO's existing strategic plan and other relevant information. Members of the Nominating Committee will be allowed to answer candidates' questions about CHASEO's business.

### **Election Ballots**

As CHASEO's Bylaws allow nominations from the floor, CHASEO is unable to print ballots including the names of candidates. CHASEO will therefore provide delegates with blank ballots containing the number of positions to be elected.

### **Collection of Ballots**

The Elections Officer and Scrutineers shall oversee the casting of Ballots. Delegates must personally cast their own ballot, meaning that ballots should not be handed to another individual to be submitted, and no delegate should deposit a ballot in the ballot box other than their own. To accommodate accessibility needs, scrutineers or the Elections Officer may need to bring the ballot box directly to a delegate to allow them to cast their vote.

Ballots may be submitted until the Elections Officer declares voting closed.

### **Ballot Counting Procedure**

Candidates receiving a plurality of votes (meaning the candidates receiving the largest number of votes) are elected.

The Elections Officer and scrutineers, having collected all ballots from delegates, will retire to a private room to complete the count.

The Elections Officer will read the vote aloud and will show each ballot to each scrutineer. The scrutineers will each tally the votes as read out by the Elections Officer (it is recommended that scrutineers reconcile their counts in 10 ballot increments, so that if there is an irregularity, it is caught more quickly).

The scrutineers will compile the total numbers of ballots cast, spoiled, and the vote totals for each candidate as follows:

Total number of ballots cast	X
Number of Delegates signed in at AGM	X
Spoiled ballots	X
[Name] Candidate A received	XX votes
[Name] Candidate B received	XX votes
[Name] Candidate C received	XX votes
Etc.	

### **Spoiled Ballots**

A Ballot will be deemed as spoiled if:

- The delegate votes for more or less candidates than there are positions
- The names are written illegibly
- The delegate votes for the same candidate more than once
- The delegate votes for an individual not included in the list of candidates
- The Ballot has been tampered with in some way (e.g. Ripped in half)

A ballot will not be spoiled if an individual other than the delegate completes the ballot in order to accommodate potential accessibility requirements. If a delegate asks another individual to fill out the ballot on their behalf or at their direction, it will be accepted as long as the delegate themselves deposit the ballot in the ballot box.

The Elections Officer, at their discretion, may exchange a ballot for a delegate if they require it (e.g. if a ballot is ripped accidentally or completed incorrectly). This must be done before the Elections Officer declares voting closed.

### **Results of Elections**

The results of an election will be confidential until reported by the Elections Officer to the membership.

Once announced, the ballots and any tally sheets must be returned to the Executive Director for Safekeeping. CHASEO will retain all ballots and related materials until either

- a) ten (10) business days have elapsed or
- b) two (2) business days in the case of an approved motion to destroy ballots or
- c) a delegate challenges the results of the election before a) or b)

## **Candidate Recourse**

Should a delegate wish to challenge the results of an election or issue a complaint regarding the elections process, they must do so in writing by submitting their challenge to the attention of the Elections Officer. Candidates will not communicate directly with elected scrutineers.

The Elections Officer will consider any complaint or challenge in a way that is procedurally sound. All candidates will be notified of the challenge or complaint, as will the Board of Directors.

## **Recount Procedure**

Any recount will be completed according to the Ballot Counting Procedure outlined above and will be conducted by the Elections Officer. The delegate requesting the recount and any candidates will have the right to be present for any recount. New Scrutineers will be identified. The results of any recount will be considered final and binding.