

Nomination and Election Policy

Nominations and Elections to the PAO Board of Directors and to the CPA Board of Directors are governed by section 12 of the Bylaws and this Policy.

PART I: Nomination Procedure

- 1.1 On March 15 of a given year, the Returning Officer shall announce the vacancies available on the Boards to the Membership via e-mail communication. The announcement shall include the length of terms available, qualifying criteria, and information regarding how a member may be nominated.
- 1.2 On April 1 at 12:00 p.m., the Returning Officer will communicate to the Membership that nominations are open and shall begin accepting nominations via an electronic form housed on the PAO website.
- 1.3 The website form shall require the nominator to submit the following information:
 - *Nominator Name and Association*
 - *Nominee Name and Association*
 - *Vacancy Nominated for*
 - *Attestation that the candidate is qualified to stand for election under the PAO Bylaws*
- 1.4 The Returning Officer ensure that nominations close on April 15 at 12:00 pm (noon). Any nominations received after that time shall be deemed invalid.
- 1.5 By 4:00pm on April 15, the Returning Officer shall inform all prospective nominees of their nomination. Candidates will have until 12:00 p.m. on April 17 to accept the nomination and furnish any documents required by the bylaws. The Returning Officer shall inform the prospective nominees of the documents required.
- 1.6 Upon receipt of the acceptance and required documents, the nominee shall be accepted, and their name shall be added to the ballot. By 4 p.m. on April 17, the Membership shall, by electronic means, be informed of the list of nominees for each vacancy.
- 1.7 In the event that a race includes an equal number of nominees as vacancies, the Returning Officer shall announce to the Membership that the acclamation of the candidates will take place at the Annual Meeting.

Part II: Campaign Procedure

- 2.1 The Returning Officer shall provide a campaign package to the candidates which shall include:
 - A contact list for all association Presidents.
 - Notice that candidates will be invited to address the delegates as the last item of business on the first day of the Annual General Meeting. The following guidelines will apply:
 - Candidate speeches will be restricted to a maximum of five (5) minutes (as monitored by the Electoral Officer).
 - Candidates shall be excluded from the room during competing candidate's speeches.
- 2.2 Upon the close of registration for the Annual Meeting the returning officer shall provide to the nominees a list of those associations that are registered to attend and of those associations that have registered a proxy. Between the close of registration and the annual meeting, no candidate shall receive further information concerning those members who have registered proxies.

2.3 As the final agenda item on the first day of the Annual Meeting, nominees shall be invited to address the delegates for no more than five minutes each. Nominees not speaking shall be sequestered during these addresses.

Part III: Voting Procedure

- 3.1 The elections shall be administered by the Returning Officer on the last day of the Annual Meeting
- 3.2 Voting Members shall be issued ballots as described below and provided with a private area to fill their ballots out.
- 3.3 Each ballot issued must be marked with a number of selections equal to the number of vacancies being filled by the election (e.g. where there are 2 vacancies on the Board, each ballot issued must be marked in favour of two candidates. Ballots marked for more or fewer than the required number of candidates shall be void and excluded from any count.
- 3.4 Voting Members shall be issued ballots in such a manner as to facilitate the casting of a number of votes for each vacancy equal to the number of individual members represented by the member association. Per the Bylaw, Member Associations with more than 2000 members are permitted to cast 2000 votes per vacancy.
- 3.5 Upon the conclusion of voting, the Returning Officer or their designate shall count the votes and record the result.
- 3.6 Prior to the announcement of the result, the Returning Officer shall meet with the nominees and inform them of the result and the count.
- 3.7 The Returning Officer shall announce the successful candidates in any election to the Membership at the Annual Meeting.
- 3.8 The Returning Officer shall seek a motion to approve the appointment of any acclaimed candidates.
- 3.9 The Returning Officer shall seek a motion to destroy the ballots, which shall be acted on promptly if passed.

Part IV: Vacancies

- 4.1 Should there be a vacancy to be filled under section 12.12 of the Bylaw, the Board shall, when calling the Special Meeting to fill the vacancy, also establish a nomination timeline of at least 15 days. This policy shall apply, with necessary modifications to elections called to fill in-term vacancies.

Approved by Board of Directors on November 13, 2023