



POLICY 3.7

Approved by National Council – April 8th, 2005
Revised NC Teleconference 16 Dec 2008

CONDUCT OF NATIONAL ELECTIONS

GENERAL

1. The Election process of the Army Cadet League of Canada (ACLC) is contained in By-Law 8, Art. 3.06. Elections take place in odd-numbered years. The “Articles” referred to throughout this text (in brackets) refer to By-Law 8.
2. The rights and privileges with regards to League activities including holding office, submitting nominations and to voting may be exercised only by Members in Good Standing (*Art. 2.05*).

THE BOARD OF GOVERNORS (The Board) - DESCRIPTION

3. The general membership elects a board of governors of not less than fifteen (15) and not more than sixty (60) members (*board of governors – art. 3.01*. Elections of governors) takes place every two years in odd-numbered years (*art. 3.06*). The army cadet league of Canada holds a federal charter as a non-profit corporation. The board of governors fulfils the same role as a board of directors in a corporation. The chairman of the board is the president of the army cadet league of Canada. The board of governors normally meets once a year at the AGM.

THE NATIONAL COUNCIL (NC) - DESCRIPTION

4. The Board of Governors elects twenty-two (22) “Officers” to the NC from its own ranks (ie: from the Board, by the Board) (*Art. 305*). The NC has representation from each province and territory to ensure that all regions of the country are adequately represented. The NC contains the Executive Committee (EC), described below. The NC has the overall responsibility for the conduct of the business of the League (*Art. 3.07*) and normally meets quarterly during the calendar year in three teleconferences and once in person on the Friday preceding the AGM. During the intervening periods its authority is exercised by the EC.

THE EXECUTIVE COMMITTEE (EC) – DESCRIPTION

5. The EC is imbedded within the NC. When the Board elects the NC, it also elects the EC which is the corporate officers of the League. These eight (8) positions form the EC (*Art. 3.08*). The President, Executive-Vice President, Treasurer, VP – Membership, VP-at-Large are elected by the Board. The Secretary; the Immediate Past-President and the Colonel Commandant are nominated by right of appointment, however their appointment is ratified during the election process. The EC manages the day to day business of the National League (*Art. 3.09*) through the National Office. It meets monthly by teleconference and once annually in October to plan the coming fiscal year.



OVERVIEW OF THE ELECTION PROCESS

6. In an election year the Notice for the Annual General Meeting (AGM) (*Art 4.04*) will include an "Election Package". and will contain this Policy 3.7 as well as the forms and returns necessary to conform to the process detailed in By-Law 8 and summarized here.
7. The first stage is a call for nominations. Nomination forms will be sent to all Branch Presidents of the Army Cadet League of Canada as part of the notification of an AGM (above). Nominations shall be submitted by the Branches to the National Office on the forms provided. Nominations are made and submitted as follows:
 - a. **Nomination Form 1** – on which the President of a Provincial/Territorial Branch will submit the names of three (3) representatives of that Branch to the position of "Provincial Governor" one of which shall represent the Branch on the National Council as a Branch Vice-President. The Nominating Branch shall ensure the nominees are prepared to accept the nomination and serve when elected.
 - b. **Nomination Form 2** – on which a Branch or the National level may nominate a member in good standing as a Governor-at-Large of the League. The nominator must ensure that the nominee(s) are prepared to accept the nomination and shall serve when elected.
 - c. **Nomination Form 3** – on which a member of the Board of Governors may nominate a Governor to a position on the Executive Committee.
8. All branch Nominations must be submitted within the timeframe on the notification letter. The National Office will confirm receipt of Nominations.
9. When the Nomination forms 1 and 2 are received at the National Office they shall be compiled on a list "List of Nominations" and submitted to the Chair of the Nominating Committee immediately following the deadline for nominations. (*Art. 4.12*). Currently, the Chair is the serving Immediate Past President and the membership consists of the former Colonels Commandant. Should the Immediate Past President be nominated (and accept) for election the serving Colonel Commandant shall sit as chair. This is considered the most transparent and impartial committee membership available within our organization. It is the duty of the committee to assure that:
 - a. the nominations for Governors of not less than 15 and not more than 60 nominees (*Art. 3.01*) are made correctly and in conformity to By-Law 8;
 - b. all nominees are qualified to serve as Governors or Officers (*Canada Corporations Act*) and are prepared to fulfil the duties of their office (*Art. 3.10*), and that;
 - c. the nominees will accept the nomination.
10. The Nominations having been vetted by the Nominating Committee the names are then presented to the AGM in the following manner:
 - a. On the last item of business on the day of the properly convened annual Members' Meeting, the Chair of the Nominating Committee shall read the list of nominees for Governor (*Art. 3.01*) to the General Membership and call for any further nominations, following which the nominations shall be deemed closed. The members shall then vote on the slate for the Board of Governors as presented, by show of hands. On completion of the election, the Chair shall declare the Board elected and then adjourn the Members Meeting.



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- b. The Chair of the Nominating Committee will then convene a meeting of the newly elected Board of Governors and then read the List of Nominations for National Council. The Board shall then vote for the National Council in the following manner:
- i. Where there are single nominees for each and all of the positions on the National Council, the Board shall vote in the nominees as a slate, by acclamation, on a show of hands.
 - ii. Nominees for positions will be considered to be nominated for all junior EC positions in a cascaded sequence if acceptable to the nominees. (ie: A nominee for Executive Vice-President shall also be considered as nominated for VP-at-Large or for Treasurer if the nominee so accepts in the sequence listed in *By-Law 8 Art. 3.08*)
 - iii. In a situation where some NC positions have two or more nominees and others have only one nominee, the Chair of the Nominating Committee shall firstly conduct election by the Board of the single uncontested positions and of the positions that are filled by appointment (Secretary, Colonel Commandant) as acclaimed, by show of hands. Secondly, the Chair will then conduct elections, by vote (show of hands) for each of the contested positions. Nominees for contested positions and non-Board members may be requested to leave the room during this election. Should a secret ballot be requested by the Board, and approved by the Nominating Committee, the National Office staff shall conduct such an election under the scrutiny of the Nominating Committee. Ballots will be counted and issued to the Board of Governors and National staff shall conduct the elections and count of the ballots. Results of the ballot shall be announced and recorded by the Chair and the ballots shall immediately be destroyed.
 - iv. The position of Chair of the Nominating Committee shall be filled by the sitting Immediate Past President. Should the Chair be nominated to an active position on the National Council, the National Council shall fill the appointment of Chair at the meeting of the National Council (*Art. 306 (2)*) immediately preceding the AGM (Normally by the currently serving Colonel Commandant).
11. Issues, complaints or points of order shall be referred to the General Membership or to the Board whichever body is conducting an election. The majority decision of the electors of the process in question shall prevail.



NOMINATION FORM 1

(by Branch Presidents)

Nomination as Provincial / Territorial Governor

Nominations are due at the National Office no later than March XX, 20XX.

- Only Branches may submit nominations for Provincial/Territorial VP on the National Council and for the two (2) Provincial/Territorial Governor positions.
- All Governors and National Council VP's will serve for two years (i.e. until AGM 2009).

This Nomination is forwarded on behalf of the _____ Branch.

Person preparing this Nomination: _____ Position: _____

The Branch hereby nominates the following person as Provincial Governor and Vice-President – National Council representing this Province/Territorial Branch for the term 20XX – 20XX (two years):

Name: _____

The Branch hereby nominates the following two (2) persons to the Board of Governors representing this Province/Territorial Branch for the term 20XX – 20XX (two years):

Name: _____

Name: _____

If the above are new nominees and are not members of the National League, please attach their Application for Membership (National) and a cheque for membership dues.



NOMINATION FORM 2

(by Members in good standing)

Nomination as Governor-at-Large

Nominations are due at the National Office no later than March XX, 20XX.

- Nominations for Governors-at -large shall be submitted through the Branch Presidents.
- All Governors and Executives will serve for two years (i.e. until AGM 20XX).

This Nomination is forwarded on behalf of the _____ Branch.

Person preparing this Nomination: _____ Position: _____

This Branch hereby submits the nomination of the following person(s) as Governor(s)-at-Large for the term 20XX – 20XX (two years) and we certify that they are qualified and willing to accept this nomination.

Name: _____

Name: _____

Name: _____

If the above are new nominees and are not members of the National League, please attach their Application for Membership (National) and a cheque for membership dues. You must also ensure they will accept the nomination.



NOMINATION FORM 3

(by an elected Governor submitted through a Branch President or to the Secretary)

Nominations for Executive Committee (National Council)

This Nomination form MUST be submitted to the National Office by XX March 20XX

I / we nominate the following Governors for the positions below and herewith certify that the nominees are qualified and willing to serve:

President: _____

Executive Vice-President: _____

Treasurer: _____

Vice-President at Large _____

Vice-President Membership _____

This Nomination submitted by: _____ on behalf of _____

Signature: _____

Nominations are subject to scrutiny by the Nominations Committee in accordance with articles of By-Law 8 and Policy 3.7 (Conduct of National Elections).