

Board Executive Elections Policy

Executive Committee Nominations and Elections Policy and Procedures & Guidelines

Purpose

These policies, procedures and guidelines are enacted by the Board of Management of the Ralph Thornton Community Centre to facilitate and ensure that:

- Suitable candidates are identified and nominated for Executive positions (President, Vice-President, Treasurer, Secretary) of the Board of Management
- The nomination process is transparent, implemented in a consistent manner, and administered with integrity.
- That board members can make informed decisions regarding the election of Board Executive Committee members and privately exercise them.

Policies

- **Eligibility:** Any board member in good standing is eligible for nomination/election to the Executive Committee
- **Term:** Executive Committee members will be elected to positions for a 2 year term.
- **Term Limits:** Executive Committee members can serve in a specific role for a maximum of 4 years.
- **Termination of Term:** Executive Committee members will be removed from their roles at their own resignation, upon termination of their tenure on the Board of Management or upon a majority vote of the Board of Management.
- **Timing:** The Executive Committee will be appointed by the board at the first board meeting following the AGM.

Procedures

- **Nominations Process:**
 - At the May Board meeting an Executive Elections Working Group will be formed with 2 individuals who are not currently serving in an Executive Position or interested in being nominated for an Executive Position.
 - At the May Board meeting those currently serving in Executive positions that are not coming to the end of their term will confirm their intent to continue serving on the Executive.
 - The Executive Elections Working Group will solicit nominations for open positions on the Executive. Individuals can be nominated by others or can self nominate.

- The Executive Elections Working Group will work with nominated candidates to have them prepare a short statement about why they are interested in the role and what they hope to bring to the role. This will be circulated to all board members immediately after the June AGM.
- **Elections Process:**
 - Immediately after the June AGM, the Executive Elections Working Group will circulate an electronic ballot to all Board members, including those newly appointed, enabling them to vote on the Executive positions.
 - The results of the vote will be shared with the board, and confirmed with a Board motion, at the first meeting after the AGM, and the newly elected Executive will assume office immediately.

Guidelines

- Generally speaking Executive positions will be reserved for individuals who have already served at least one year on the board. Exceptions will be made if necessary to fill positions (e.g. the Board might need to specifically recruit someone with the capacity to serve as Treasurer).
- The Executive Committee will work with appropriate board committees to help ensure that there is some continuity of leadership on the Executive Committee from year to year.
- While a maximum time on the Executive Committee has not been established in policy, it is recognised that some turnover of the Executive Committee is important. Committee members shouldn't simply move from one position to another if there are others interested in joining the committee. The one exception being a move into the President position.

Related Policies

- Board and Committee Structure and Mandate Policy
- RTCC Constitution and Procedural By-Law
- Code of Conduct, Roles and Responsibilities of Board Members