##### Board of Directors

**Nominations and Election Procedures for 2012**

The elections for the Board of Directors will take place prior to the Annual General Meeting (AGM) held on **Monday, November 19, 2012** in Toronto, Ontario. The following procedures are derived from various portions of the CTAC by-laws and Board directives and are designed to ensure that Directors are elected through an open and transparent national process.

#### Policies on Board Composition and Elections

1. The Board is to be composed of not less than three and not more than 25 members. There are currently nine (9) positions on the Board of Directors.
2. Directors must be 18 years of age or older and either Full Individual Members of CTAC in good standing or official representatives of Full Organizational Members of CTAC in good standing.
3. Directors are elected for staggered terms. There are **five seats** up for election in the 2012 elections. Four of these seats will be for a two-year, full-term and one seat will be for a one year, half-term.

1. Directors will be elected by the membership via electronic ballots. Final election results will be announced at the AGM on November 19, 2012. (Printed ballots will be mailed via Canada Post to CTAC Full members with no e-mail address)
2. Only Full Individual Members or official representatives of Full Organizational Members are entitled to vote in the elections of the Board of Directors.

#### Nominations

* To stand for election, an individual must be nominated, accept the nomination, submit a biographical profile and comply with CTAC's election procedures. Self-nomination is permitted.
* Only Full Individual Members and official representatives of Full Organizational Members can stand for election (be nominated).

1. The Call for Nominations will be issued on September 10th, 2012 and will be accompanied by a Nomination Form. These documents will be sent electronically to all Full Members and Organizational members and will be available on the CTAC website in both official languages. (Printed forms will be mailed via Canada Post to CTAC Full members with no e-mail address)

* All nominees must submit a biographical profile of up to 250 words in English (or 300 words in French). Nominees are responsible for ensuring that their profile is legible and accurate. CTAC staff will edit the profile for length. The biographical profile should provide information relevant to the characteristics of an ideal candidate, outlined in the Call for Nominations. In addition, once the nomination form has been received by CTAC, a document will be sent to each candidate outlining what the requirements are for being a board member (time commitment, committee work, roles and responsibilities, etc.). Nominees will be required to sign and return this document before their nomination will be accepted.
* Complete nominations (Nomination form, Acceptance form, Chair/ED signature for organizational candidates and biographies) must be received by October 09, 2012. Incomplete nominations will not be accepted. No nominations or supporting information will be accepted after this date.

#### Voting

* On October 15, 2012, all Full Members will be sent the following:
* An electronic ballot (containing the names of individuals who have been nominated by October 09, 2012)
* Biographical profiles of the nominees
* A link to electronic ballots as well as a unique, secure authentication will be sent to each eligible voter from [CTAC@simplyvoting.com](mailto:CTAC@simplyvoting.com)
* A coded, pre-addressed, postage-paid return envelope and ballot will be mailed via Canada Post to CTAC Full members with no e-mail address
* To cast your electronic vote, follow the instructions that will be emailed to you on October 15, 2012. An email will be sent from [CTAC@simplyvoting.com](mailto:CTAC@simplyvoting.com) that will prompt you to vote for the CTAC Board of Directors. Rest assured that your vote will be strictly confidential.
* For mail-in ballots, you must fold the completed election ballot and seal it in the coded, pre-addressed, postage-paid return envelope. Mail the pre-addressed, postage-paid return envelope to the CTAC offices.
* A simplified voting process will be used. There will not be a rating by priority as has been used for the past 2 years. Each nominee can receive one vote per voter.
* **Electronic or mail-in ballots must be received by *November 2nd, 2012.***
* All members must vote prior to the AGM by electronic voting and must select from the candidates on the ballot. There will be no opportunity to vote for the Board of Directors in-person or by proxy, at the AGM.

#### Election Outcome

* 1. Voting will end on November 2nd, 2012 and the results will be tabulated by Simply Voting (for more information on Simply Voting see: <http://www.simplyvoting.com>). The Executive Director and Chair of the Nominations Committee will oversee the results of the electronic vote. Coded, return envelopes will be opened by the Executive Director and an outside affiliate and separated from the ballots. The code numbers will be checked off the voters list and the ballots will be counted*.*
  2. The successful candidates will be those who receive the greatest number of votes. In the case of a tie, the outcome will be determined by flipping a coin.
  3. Successful candidates will be advised by the Chair of the Nominations Committee or the Executive Director once the final results have been tabulated. This will permit these individuals to attend the AGM and the post-AGM Board Orientation and Meeting (this notification will be given in confidence – not to be shared with the general membership prior to the AGM).