



## OTTAWA COALITION TO END VIOLENCE AGAINST WOMEN Elections Policy

### Policy

#### 1. Responsibility

The Governance and Nominations Subcommittee is responsible for: managing the nominations and election process for OCTEVAW elections; ensuring the process is fair and accessible; and assisting the Steering Committee in filling vacancies when they occur. (The detailed mandate and responsibilities of the sub-committee are set out in a separate document.)

#### 2. Schedule of elections

Elections to the Steering Committee will be held once every year at the AGM.

#### 3. Terms of office

3.1. The terms of office of the members of the Steering Committee will be staggered, so as to ensure continuity and renewal; the Chair and five (5) members-at-large will be elected in uneven years and the Vice-Chair, Secretary-Treasurer and four (4) Standing Committee chairs will be elected in even years.

3.2. Members of the Steering Committee will each serve a term of two years, renewable three times, for a total of six (6) years.

3.3. OCTEVAW members who have served on the Steering Committee for the maximum of six years may present themselves for election again after a hiatus of two years.

### Procedure

#### 1. Nominations

The Governance and Nominations Subcommittee will issue a call for nominations at least two (2) months prior to the AGM. Nominations in writing must be submitted to the Subcommittee at least one (1) month prior to the AGM. The nominations should include a brief biography of the person running for election.

#### 2. Returning Officer

The Governance and Nominations Subcommittee will appoint two (2) Returning Officers for the election at the AGM. The Returning Officers are responsible for receiving the ballots, tallying the ballots and announcing the results of the vote to the membership. An instruction form will be provided to each Returning Officer.

3. Accessibility

The Governance and Nominations Subcommittee will issue a call for accessibility needs at least two (2) months prior to the AGM. Members should notify OCTEVAW at least one (1) month prior to the AGM if they require assistance, and in what regard. The Governance and Nominations Subcommittee will appoint an Elections Assistant who will be responsible for assisting anyone who requests support.

4. Eligibility

Only members in good standing may stand for nomination, nominate any other person or vote. The definition of a member in good standing is outlined in the Memorandum of Agreement.

5. Voting

Ballots are distributed at the time of the election. Voting is secret.

6. Election by acclamation and as a slate

If only one person is nominated for any position a vote must still occur. This nominee must receive 50 plus 1 votes in order to be elected. An individual vote for each nominee must occur; as there will be no voting of nominees as a slate.

7. Vote-taking

Once a vote has taken place, the Returning Officers announce the elected nominee(s) to the membership. Any nominee may request the ballot count for the position in which they are running for. In the event of a dispute, the Returning Officers may recount, confirm and announce the ballot count including spoiled ballots. In the event of a tie vote, a revote must occur.