

APPENDIX I
HOUSEKEEPING MATTERS – Election process

Appointment by the President **9.02** (1) The President shall appoint an Elections Committee for the election of the Officers and Directors pursuant to Bylaw 11.05, with such powers as may be necessary or convenient for the purposes for which this committee is appointed. *[Modified March 25/98; Modified July 1/00]*

SECTION 11
THE BOARD

Election of Members of the Board

Eligibility for voting **11.04** All Members shall be eligible to vote for members of the Board. Voting by proxy is not permitted. *[Modified July 1/00]*

Elections Committee **11.05** Each Board Year, at least 18 weeks before the Annual General Meeting, the President shall appoint an Elections Committee which shall consist of not less than three Members. This Elections Committee, so appointed, shall be responsible for conducting elections, and may adopt rules of procedure, not in conflict with these Bylaws, for the conduct of the elections and as necessary to carry out its duties. *[Modified July 23/97; Modified March 25/98; Modified July 1/00]*

First ballot **11.06** (1) The Elections Committee shall cause a first ballot to be prepared for nomination of candidates for Vice-President, Secretary-Treasurer and Directors, as required. *[Modified March 25/98; Modified July 1/00]*

Contents of first ballot (2) The first ballot shall provide space for the Members to indicate five choices for Vice-President and five choices for Secretary-Treasurer. The ballot shall also provide space for the Members to indicate eight choices for Directors. *[Modified March 25/98 Modified July 1/00]*

Forwarding to Members **11.07** The Elections Committee shall cause the first ballot to be forwarded to each Member at least 12 weeks before the Annual General Meeting from which the election is to be effective with a requirement that, in order to be valid, it be duly completed and received by the Elections Committee before a date prescribed by the Elections Committee, which shall be at least eight weeks before the Annual General Meeting, and at least four weeks after the date on which the ballots are forwarded. *[Modified March 25/98; Modified July 1/00]*

Counting of votes on the first ballot **11.08** The Elections Committee shall count the votes for Vice-President, Secretary-Treasurer and Directors on the first ballot and shall seek permission of those receiving the highest number of votes to place their names on the second ballot. *[Modified March 25/98; Modified July 1/00]*

Contents of second ballot	<p>11.09 The second ballot shall contain at least three such names for Vice-President, at least two such names for Secretary-Treasurer, if required, and at least eight such names for Directors. <i>[Modified July 1/00]</i></p>
Forwarding to Members	<p>11.10 At least five weeks before the Annual General Meeting, the Elections Committee shall cause the second ballot to be prepared and forwarded to each Member. The Elections Committee shall require that the second ballot, duly marked or otherwise completed in accordance with its rules and regulations of <u>procedure</u>, in order to be valid, be received by it before a date prescribed by the Elections Committee, which date shall be less than three weeks before the Annual General Meeting. <i>[Modified March 25/98]</i></p>
Delays	<p>11.11 If it appears that normal methods of communication may be interrupted, the President may, at the request of the Elections Committee, approve a delay of no more than two weeks for any of the mailing-forwarding of first ballots, the return of first ballots, the mailing-forwarding of second ballots and the return of second ballots. <i>[Modified March 25/98]</i></p>
If election not completed	<p>11.12 If, for any reason, the Elections Committee is unable to complete an election before the date of the Annual General Meeting, the Vice-President shall nevertheless assume office as President as of the close of such meeting, the Immediate Past President shall vacate office and be succeeded by the retiring President, and all Directors and all other Officers shall remain in office until such time as the election is completed. <i>[Modified March 25/98; Modified July 1/00]</i></p>
Declaration of those elected	<p>11.13 After counting the ballots, the Elections Committee shall declare elected those candidates receiving the highest number of votes in accordance with its rules and regulations of <u>procedure</u>. If any Director whose term of office has not expired is elected an Officer, the Elections Committee shall declare elected, to fill the vacancy so created among the Directors, and to serve for the remainder of the unexpired term, the candidate having the next highest number of votes from among the candidates for Directors. <i>[Modified March 25/98; Modified July 1/00]</i></p>
Irregularities in election	<p>11.14 If a petition signed by at least five Members affirming that there have been irregularities in the election process is delivered, within seven days after the Annual General Meeting, to the Chairperson of the Tribunal Panel, the said Chairperson shall appoint a committee, to be designated a Committee of Adjudication, which shall consist of not less than five and not more than nine Members (none of whom shall be members of the Elections Committee), who shall be empowered to resolve any irregularities which may be found. The decision of the Committee of Adjudication shall be final and without appeal. <i>[Modified Nov. 20/98; Modified July 1/00]</i></p>