

NOMINATIONS AND ELECTIONS PROCEDURES

The ongoing administration and policy determination of the AVICC is governed by an 8-person Executive Board that is elected and appointed at the Annual General Meeting & Convention.

THERE ARE SEVEN ELECTED POSITIONS:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

AND ONE APPOINTED POSITION:

- Immediate Past President

NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The Executive has identified a process whereby a notice of the AVICC Executive positions open for nomination and the process and the procedures for nomination is circulated to all members in December of each year. It is also posted on the website.

The notice states that the nominee must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC member local government. A nomination and consent form is available and is to be used for all nominations in advance of the AGM & Convention.

Background information that sets out the main responsibilities and commitments of an AVICC Executive member is made available on request and is posted www.avicc.ca.

A candidate may also be nominated from the floor at the AGM & Convention.

THE NOMINATING COMMITTEE is responsible for overseeing the nomination and election process and is appointed by the AVICC President and is composed of two members.

The Nominating Committee is typically composed of:

- Past President
- AVICC Executive Coordinator

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the Pre Convention Newsletter.

THE NOMINATIONS PROCESS

December Annually

The Nominating Committee will circulate a Call for Nominations notice that will contain following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations (prior to the Convention)

It will include instructions on how to access how to access additional information on AVICC Executive responsibilities and how, preferably, to submit a nomination.

February - Last Friday

Advance nominations close – all candidates must have their documentation submitted. Following that deadline the Nominating Committee will review the credentials and prepare their report. The Nominating Committee does make recommendations. It ensures nominations are complete and in accordance with policies and procedures.

Mid March

The Nominating Committee report will be distributed to all AVICC members and will include:

- names of members and positions
- photo (to size set by Nominating Committee Chair)
- biographical information. The maximum length of such information shall be 300 words.

If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still does not meet the maximum, the Nominating Committee Chair shall edit as required.

Nominations may also be received during the Convention – see below.

ELECTIONS PROCESS

The process will then proceed in three steps:

Step 1 - Election Of Officers

OPENING DAY, APPROX. 2:30 P.M.*

- Nominating Committee presents the nominations for positions of President, First Vice-President, Second Vice-President.
- Nominations from floor for Officer positions (President, First Vice-President, Second Vice-President)

OPENING DAY, APPROX. 4:30 P.M.*

- Candidate speeches if necessary.

SECOND DAY, APPROX. 8:15 A.M.*

- Elections for Officers positions (as necessary)

Step 2 - Election Of Directors At Large

SECOND DAY, APPROX. 11:30 A.M.*

- Nominating Committee present nominations for three Directors at Large
- Nominations from the floor for the above positions
- Candidate speeches if necessary

SECOND DAY, APPROX. 3:00 P.M.*

- Elections for remaining Executive positions (as necessary)

Step 3 - Election Of Electoral Area Representative

FINAL DAY, APPROX. 10:15 A.M.*

- Nominating Committee present nominations for Electoral Area Representative
- Nominations from the floor for the above position
- Candidate speeches if necessary
- Election for position (as necessary)

**The times vary with each year's AGM & Convention program plan; for exact times for the current year, please see the final program distributed to each delegate in their registration package.*