

SASKPIC A Chapter of Infection Prevention and Control (IPAC) Canada



Section: Administrative	Approved: April 11, 2018
Title: Nominations and Elections	Revised:
Number: SP 3.2	President: Karrie Yausie

Purpose

To identify at least one suitable candidate willing to accept a nomination for each of the Executive positions open for re-election

Policy

The President shall conduct Nominations at the annual general meeting. If the President is not able to the President will appoint a member of the executive to act in her/his place at the September meeting.

Procedure

1. The President
 - a) Informs membership regarding the executive vacancies and how to nominate candidates using the Chapter Nomination Form (*attached*) at the April meeting, including a deadline for nominations.
 - b) Encourages members to inform any member of the Executive if they are interested in volunteering for an Executive position.
 - c) Receives nominations for Executive positions.
 - d) Nominates one candidate to fill each Executive vacancy, considering the skills and expertise required (NOTE: nominations to the Executive require two nominees).
 - e) Ensures that a Nomination Form is completed for each candidate to an Executive position.
 - f) Encourages and accepts volunteers to other chapter and IPAC Canada representative positions, and announces these updates following the Executive elections.
2. If there is only one candidate for the position, the nominee is elected by acclamation.
3. If there are positions that have not been filled, nominations will be accepted at the AGM held in September.
4. When there is more than one candidate for a position
 - a) The Elections Ballot (*attached*), containing the names of all multiple candidates for positions, is sent out to all members with the Annual General Meeting (AGM) agenda, with a request to vote and return the ballot to the executive no later than one day prior to the AGM.
 - b) The President conducts the election at the AGM by secret ballot, using the Elections Ballot (*attached*).
 - c) The secretary collects the ballots and collates the votes.
5. Members holding "Student" or "Retired" membership status are not permitted to vote.
6. The President will abstain from voting, unless a tie-breaking vote is required.

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References

IPAC Eastern Ontario Nominations and Elections 3.1 <https://eo.ipac-canada.org/photos/custom/policymanual/3-1%20Nominating%20Committee%202015Sep.pdf>

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NOMINATION FORM for EXECUTIVE POSITIONS

We, the undersigned, wish to nominate (Name) _____

(Title) _____ (Facility) _____

as a candidate for election to the position of (Office) _____

on the IPAC-SASKPIC Executive. Term to commence (date) _____

1. (Nominator Name) _____ (Signature) _____

2. (Nominator Name) _____ (Signature) _____

Dated: _____

CONSENT OF CANDIDATE

I, the undersigned, acknowledge the above nomination and consent to allow my name to stand for this position.

(Signature) _____ (Date) _____

Please complete and send to the Treasurer/Membership Director by _____ (date)

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IPAC-SASKPIC ELECTIONS BALLOT

Voting will take place at the Annual General Meeting held in September.

Slate of Candidates: *[replace these examples with the actual executive positions up for election, as well as the name of any nominees]*

1) President-Elect Executive Position: *[replace with vacant position]*

A) **John Doe** *[replace with name of nominee]*

B) _____

C) _____

2) Secretary Executive Position:

A) _____

B) _____

C) _____

3) New ICP Executive Position:

A) _____

B) _____

C) _____