



<b>Policy Name:</b> Nomination/Election	<b>Number:</b> Nominations-1
<b>Policy Type:</b> Nominations	<b>Date Approved:</b> June 8, 2011
	<b>Date Revised:</b> Jan 22, 2016 Jan 24, 2020

## Nomination/Election Policy

**Policy:** The Association undertakes an election each year to fill vacancies on its Executive Board. A Call for Nomination/Election Policy is required to outline the necessary steps that must be undertaken to meet the requirements of the Association Bylaws and approved procedures.

**Purpose:** This policy will ensure an effective, efficient and fair election process for the Association.

### Procedure:

1. There are 13 Directors on the Executive as follows:

- 2 members from Municipalities over 150,000 population
- 2 members from Municipalities over 25,000 but under 150,000 population
- 2 members from Municipalities over 5000 but under 25,000 population
- 4 members from Municipalities under 5000
- 1 Alberta Provincial Director of Western Canada Water (WCW)
- 1 member from the "public facilities" category
- 1 member from the "life member" category

All Directors shall be elected or appointed to staggered 2-year terms\*, except for the Alberta Provincial Director (WCW) who shall be elected to a 3-year term (maximum 2 terms).

2. The Nominations Chair / Committee identify upcoming Director vacancies each year and advertise in the Alberta Utilities Operator Newsletter and online for nominations to fill the vacancies.
3. A Call for Nominations is done each year indicating that the deadline for receipt of nominations is December 1<sup>st</sup>.
4. Criteria for Nominees is:
  - a. Nominated member must be in good standing with AWWOA (membership paid).
  - b. All submissions for nomination must be on the approved Executive Nomination Form (part of this policy) which includes an area for a brief biography of 150 words and other relevant data.
  - c. All submissions for nominations must include a passport photo.
  - d. If operating a regional system, the nominee can select a category representing the population being served by the regional system.
  - e. Candidates can only be nominated in one category.

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5. Nominations are received by the Nominations Chair and forwarded to the AWWOA office for verification of:
  - a. Employment
  - b. AWWOA Membership
  - c. Completed nomination form.
  - d. Photo.
6. The AWWOA office creates an Election Biographies document which is shared via email with all eligible voting members. (includes bios and photos of all those running).
7. An automated election voting email is forwarded to eligible voters
8. Eligible Voters are identified in the AWWOA Bylaws section 2.1.9.
  - a. Member dues paid in full and have an up to date profile on the AWWOA website.
  - b. All memberships must be processed 45 days prior to the AGM for the member to be eligible to vote at an AGM. The same will hold true for eligibility to participate in the election of Directors.
  - c. The electronic vote ballot for the election of Directors must be cast prior to 12:00 noon on the day of the Annual General Meeting (Bylaw 6.1.2).
    - i. Ballots will not include a provision for write-in candidates.
9. Ballots cast will be counted onsite at the Annual Seminar by at least three individuals appointed by the Executive Board.
  - a. Election results will be documented, signed and dated by those who have counted the ballots.
  - b. The election result document will be maintained by the Executive Director at the AWWOA offices until the subsequent election.
10. Results of the election will be announced at the Annual General Meeting.
  - a. No details will be given of the exact count - only the names of the successful nominees will be announced.
  - b. A request for a motion from the floor at the Annual General Meeting will be made to destroy all of the ballots cast.
11. Bylaw 5.3.4 states that Elected Directors can only serve three (3) consecutive terms, and are then ineligible to be re-nominated for one election year. They are then eligible for as many as three (3) more consecutive terms as Director. The Past Chair's one (1) year ex-officio term on the Board shall be considered as a year of election ineligibility.

\* Potential may exist to extend term maximums for life member category at the discretion of the Board.

**NB:** AWWOA Nomination Form is part of this policy.