



2020 ELECTION PROCEDURES

For Board of Directors Ontario Society of Professional Engineers (OSPE)

Eligibility

Only Professional, Associate and Honorary Members of the Society in good standing may be nominated. Only Professional, Associate and Honorary Members of the Society may nominate a candidate. The Board shall be composed of twelve (12) voting directors of which, at least seven (7) must be Professional members.

Potential candidates and nominators should refer to the Call for Nominations to determine what nomination restrictions apply to the 2020 elections.

Procedure and Timetable

1. Nominations process:
 - Nominations will open on January 2, 2020 and close at 4pm on January 30, 2020.
 - Candidates who choose to be nominated by members at large for automatic inclusion in the slate of candidates will require a nomination supported by 6 nominators' names, signatures and Society ID numbers. Deadline for nominations from members at large is 4:00 p.m. on January 30, 2020.
 - The Nominations Committee may encourage potential candidates to stand for election. The Nominations Committee may add to the slate of candidates up until the time the slate is approved by the Society's Board of Directors. Potential candidates who seek to be nominated through the Nominations Committee do not require 6 nominators' signatures.
 - Individuals will be evaluated by the Nominations Committee based on their regions, sectors, skills and governance experience using a competency skills matrix approved by the OSPE Board.
 - The Nominations Committee is not obliged to add any nomination to the slate of candidates.
 - Potential candidates who wish to be considered by the Nominations Committee without signatures should submit a **resume and cover letter** to the Chair of the Nominations Committee for consideration by the committee. Deadline for potential candidates to submit a resume and cover letter to the Nominations Committee is 4:00 p.m. on January 30, 2020.
 - Election ballots will be emailed or mailed to Society members by March 23, 2020.
 - Online Voting Ballot deadline April 10 at 11:59 p.m.
 - New Board takes office immediately following the Annual General Meeting on May 6, 2020.
2. Nominations are to be submitted on the approved **Nomination Form** available from the Society.
3. Candidates who have accepted a nomination to run for PEO Council cannot simultaneously run for election on the OSPE Board. An individual cannot be a member of the Society's Board while also a member of PEO Council.

4. Candidates who are currently staff members of Professional Engineers Ontario (PEO) or OSPE or are immediate family members of OSPE staff or are under contract to provide services to OSPE, are not eligible to run for election on the OSPE Board.
5. If a nomination documentation package is submitted by fax or email pdf, fax or email pdf signatures will be accepted.
6. When more than one nomination is received for a candidate, the first nomination received that meets the requirements shall be accepted as the official nomination.
7. The Society will rely on an independent outside agency to conduct all of the principal procedures for the 2020 election.
8. The agency to be employed will be identified to the members with voting material or through publicity.
9. Ballots may be assembled, prepared and, where required, "proofed" in the Society offices. The ballot will then be forwarded to the agency for approval before being sent to the printer designated by the Society for emailing or printing and mailing. The ballots shall not go to the printer until the agency is satisfied that the ballot layout and design complies with the basic requirements for fairness, transparency and simplicity.
10. It shall be the responsibility of the agency to supervise the emailing and mailing of the ballots directly to the members. Ballots are not to be handled by any Society staff member.
11. Election ballots will show each candidate's name noting that they are running for a three-year term. Candidates will be listed in alphabetical sequence of their last name.
12. Election ballots will be emailed to all eligible voters (i.e., Professional, Associate, Intern and Honorary Members of the Society) who have provided OSPE with their email address. Election ballots will be mailed to those eligible voters who have not provided OSPE with an email address listed in the current membership database.
12. Election material accompanying the ballots will be permitted to the total of 450 words for each candidate, providing the material is received at Society headquarters by **February 6, 2020 at 4:00 p.m.**
13. The content of election material is at the candidate's discretion (see Instructions for Candidate's Election Material attached to Nomination Form). Society staff may ensure that candidates comply with election material procedures, length of text, correct spelling and punctuation, and will advise candidates of any change in text. Any objections or resolutions must be made by **4:00 p.m. February 13, 2020**. Candidates are responsible for meeting this deadline and are expected to be available by telephone or e-mail during this period.
14. Verifications of eligibility, validity, or entitlement of all ballots received will be done by the agency.
15. All ballots will be emailed to those eligible to vote and have provided OSPE with a valid email address or mailed "letter mail" to those that have not provided a valid email address, together with the assigned identification number/code directly to the official agency.
16. The official agency will receive, control, process and report on all returned ballots, or other election documents or activities.

17. Voting will be conducted electronically and the submission of the ballot using the unique number/password will be accepted once. Any subsequent attempts to use the unique number/password will automatically be rejected should they choose to send the electronic ballot again.
18. The four candidates receiving the greatest number of votes for a three-year term are elected to the Board. In the event of a tie, the election shall be decided by the toss of a coin conducted by the retiring Chair of the Board in the presence of the candidates or their agents if they so desire.
19. Certification of all data will be provided by the official agency.
20. The Chief Executive Officer or his/her designate will notify each candidate, via telephone and/or email of the election results.
21. The Chief Executive Officer or his/her designate shall give email notice of the election results, including election by acclamation:
 - (a) To all members of the current Board; and
 - (b) To all candidates, including the number of votes cast for each candidate, and shall publicize the results to all members prior to the date of the annual meeting of the members following the date of the election.
22. The rules cannot change once the process has begun. They can be clarified but not changed.
24. Election Publicity
 - An announcement of all nominations (nominations received from members at large and nominations of the Nominating Committee) will be made via OSPE publications.
 - Candidates' materials (**maximum of 450 words**) and recent photos (**supplied by candidates**) will be included in the voting materials sent to members.
 - Candidates' material for publication should be prepared according to the guidelines "Instructions for Candidate's Election Materials" included in the Nomination Form and forwarded to the Society's offices as soon as possible following submission of the nomination but, in any case, not later than **February 6, 2020 at 4:00 p.m.**
 - All material should be submitted in **word format** and e-mailed to Valeria Mueller, Director, Operations at vmueller@ospe.on.ca. Current photographs must be in colour and a high- resolution quality digital photograph of 300 dpi or higher. If word counts in candidates' material exceed the number of words specified and time does not permit revision by the author, the counts will be adjusted by the removal of the appropriate number of words from the end of the material. All material will be finalized by 4:00 p.m. **February 13, 2020.**
 - Candidates may post additional material on their own websites and a link will be provided from OSPE's website from March 23, 2020 until April 10, 2020. Candidates will have complete control over the content of their websites but are reminded that their content must be in keeping with the dignity of the profession. URLs of candidate websites must be provided to Valeria Mueller, Director, Operations by March 16, 2020 by emailing vmueller@ospe.on.ca

- The candidate is responsible for all activity they conduct on their site. If they are posting information on publicly accessible areas of the OSPE site, keep in mind that anyone can see it. The candidate will follow the "Terms of Use" policy located on the OSPE website.

The Nominations Committee is authorized to interpret the election publicity guidelines and procedures and to review submissions for factual correctness. Candidates will be advised of any factual errors contained by the Nominations Committee.

25. Nomination Rejection

To be clear, it is the responsibility of the nominee to ensure that nominators are Society members in good standing. **Nominations will not be accepted if:**

- received after the deadline of 4:00 p.m. January 30, 2020.
- the nominee's consent to stand for election is not included in the Nomination Form.
- the nominee is not a Professional, Associate or Honorary Member of the Society at the close of nominations.