

Calgary Northstars Hockey Association – Elections and Voting Policy

For the purpose of this document, Calgary Northstars Hockey Association will be referred to as CNHA throughout.

SECTION I - FUNDAMENTAL MATTERS

1.0 POLICY RATIONALE

1.01 This policy covers the process of conducting a ballot within the membership of the Calgary Northstars Hockey Association. It includes the process for elections, vacant positions and other general votes that may from time to time be conducted on behalf of the CNHA.

Other votes at Annual General Meetings (AGM), General Meetings, Special Meetings and CNHA Executive Board meetings will follow the procedures laid down in [*Robert's Rules of Order*](#).

2.0 POLICY STATEMENT

2.01 The purpose of this policy is to provide a framework for fair, accessible, transparent and timely elections; continuity in governance, and to ensure vacancies are filled within the CNHA.

3.0 DEFINITIONS

The following definitions are used in this policy:

3.01 **General Election** – An election in which members of the CNHA vote to elect a member to the CNHA Executive Board or the CNHA Directors.

3.02 **By-Election** – An election held between general elections to fill a vacant seat, to replace a member of the CNHA Executive or CNHA Directors who has resigned or was required to step down.

SECTION II - ELECTIONS AND VOTING INFORMATION

4.0 PURPOSE OF ELECTIONS AND VOTING

Voting shall take place for the election of the CNHA Executive Board and the CNHA Directors

4.01 The following are the types of elections and votes:

- a. general elections held annually to fill vacant positions;
- b. by-elections called at any time when deemed necessary by the CNHA Executive to fill vacant positions;
- c. other types of votes.

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5.0 FREQUENCY OF ELECTIONS AND VOTES

5.01 The following is the frequency of elections and votes:

- a. general elections – to be held annually at the Annual General Meeting or prior to
- b. by-elections – as necessary to fill a Vacant Position

6.0 ELIGIBILITY TO VOTE

6.01 All CNHA members in good standing are eligible to vote.

6.02 The list of voters that includes all members shall be compiled one (1) week prior to the elections.

7.0 ELIGIBILITY TO RUN FOR OFFICE

7.01 All CNHA members in good standing can run for office with the following qualification:

- a. candidates for the position of President, Vice-President of Operations, Vice-President of Coaching must have served a minimum of one (1) year on the CNHA Board;
- b. no member may hold more than one elected position on the Executive excluding committees.

SECTION III - ELECTION AND VOTING DETAILS FOR CNHA OFFICERS, EXECUTIVE BOARD AND COMMITTEE MEMBERS

8.0 PROCEDURES FOR GENERAL AND BY-ELECTIONS

A general election is held annually to fill vacant positions. Where a vacancy exists, a by-election may be called at the discretion of the CNHA Board.

8.01 Vacant Positions

Vacant positions occur when:

- a. an incumbent's term ends;
- b. an incumbent steps down or is removed from a position; or
- c. if a general election has occurred and there are no successful candidates to fill the position(s).

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8.02 Declaring Vacant Positions

A Vacant Position(s) is declared:

- a. a minimum of three (3) weeks before the scheduled date for a general election, the Executive shall inform the CNHA Membership at large of the vacant positions and those whose term is about to expire;
- b. if an incumbent leaves or is removed from office before the term is complete and it is greater than ninety (90) calendar days preceding a general election, then a vacancy must be declared and a by-election is to be held ; or
- c. any vacancies occurring within the ninety (90) calendar day period may be filled by an interim volunteer appointed by the Executive to fulfill the duties of office until the next general election.

8.03 Filling Vacant Positions

- a. A general election will be called to fill vacant positions annually
- b. In the event that no individual is elected to succeed an incumbent, the incumbent may remain in office in an interim capacity until a by-election is called
- c. A by-election may be called at any time at the discretion of the CNHA Executive to fill a vacancy
- d. Any vacancies occurring within the ninety (90) calendar day period preceding a general election may be filled by an interim volunteer appointed by the Executive to fulfill the duties of office until the next general election.
- e. After an election or a by-election and in the event the position still remains unfilled, the CNHA Executive Board shall have the authority to appoint a member to fill the vacant position until the next general election.
- f. No member may hold more than one elected position on the Executive excluding committees.

8.04 Nominations

The following is the nominations procedure:

- a. the Executive will announce to the membership what positions are eligible for nomination, position description, term and the date of the election. Nominations will be accepted until one (1) week prior to the general election;

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- b. to submit nominations, members must complete the Nomination and Campaign form from the CNHA website or obtain a copy from the CNHA Secretary. The completed and signed forms must be emailed CNHA Secretary secretary@calgarynorthstars.ca by the specified deadline;
- d. all CNHA Nomination documentation must be completed and submitted by the deadline to be eligible for nomination;
- e. the membership will be notified of eligible candidates, one (1) working day after the closing of nominations one (1) week prior to the general election); and
- f. notification will include the length of each term.
- g. voting will occur in person, at the AGM

9.0 TYPES OF VOTES

9.01 Notification

In the event that the membership is required to vote on matters other than an election of the Executive and committees, then the purpose of the vote and information on the subject of the vote must be announced formally and be made available to all members. Members shall be given the opportunity to review the information on the subject of the vote.

The period between the notification and the vote will be determined by the Executives. A minimum of one (1) working day is required for the review of information.

9.02 Conducting the Vote

Voting will occur in person, by eligible CNHA members only

9.03 Counting and results of the Vote

- a. in an election, the vote will be counted in person, in confidence, by 2 Executive Board members, that are not running for the position;
- b. results of the vote will be announced at the election, and posted on the CNHA website within 2 working days of the vote;
- c. one executive board member will hold the cast ballots for the 5 days, in a sealed envelope; in case of recount. Maximum 5 working days will be allowed for recount;
- d. ballots will be destroyed by shredding, once the CNHA membership has been notified of voting results through the CNHA website, and the recount time frame has passed;