

Governance Policies and Procedures

Policy Name: Nominations and Elections	
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Revised: April 18, 2023	

NOMINATIONS AND ELECTIONS

INTRODUCTION:

Objective

OLA By-Law 1, section 19 states:

The Board of Directors shall establish and appoint a Nominations and Elections Committee to oversee and manage the nominations and elections process for office to the Board of Directors and Division Councils.

The Board of Directors shall maintain a policy and procedure for nominations and elections and publish such policy and procedure for the members.

Definitions

Nomination refers to proposing a candidate for election or appointment to the OLA Board or a Divisional Council.

Election refers to a selection by vote for a position on the OLA Board or a Divisional Council.

PURPOSE:

It is expected that members will nominate members or nominate themselves for elected positions. The goal is to have elections rather than appointments for all positions in order to maintain a vibrant association. The OLA Board and Divisional Councils have a responsibility to ensure that candidates are sought in the event that nominations do not freely come forth from the general membership. Members involved in the nominations process are not eligible to be nominated to a position.

PROCEDURES:

Timeline

- Open positions to be identified at the Spring OLA Board and Council meetings.
- Nomination committees or nomination representatives must be identified by July 31.
- A notice calling for nominations is to be delivered to the membership by email on or

before midnight of September 15.

- Nominations close on midnight November 15.
- Elections must run a minimum of 10 days and close by midnight of December 10.
- Candidates are notified by December 20.
- The term for the newly elected OLA Board and Divisional Councils is January 1 –

December 31. Unless otherwise indicated in the by-laws, the term for elected positions is three years. Most responsibilities commence at the Annual OLA Super Conference held end of January/beginning of February. Some responsibilities such as attendance at Annual General Meetings may occur outside of this time frame.

OLA Nominations Committee

Purpose: To nominate member(s) for OLA Vice-President and Treasurer. Nominations from the general membership are welcome.

Composition: Not less than 4 former past-presidents of divisional councils, and the past president of OLA. The Executive Director is ex-officio to this committee. In order to avoid bias or conflict of interest, nomination committee members cannot be members who will be on the OLA Board of Directors the following year.

Process: The OLA Nominations Committee will consider candidates who have the capabilities and experience to fulfill the duties as outlined in the “Role of the OLA President”, “Role of the OLA Treasurer” and the “Role of OLA Board Member-Director” documents. Candidates will be approached based on a majority vote by the OLA Nominations Committee. Candidates must agree to have their names put forth for election.

OLA Divisional Nominations Representative or Committee

Purpose: to have each division monitor the nominations process, identify positions requiring an election, ensure that there are candidates for elected positions, and to collect the candidate photo and election platform statement to deliver to the OLA office.

Composition: 1-3 divisional representatives from the membership that preferably include a council member/past divisional president who have experience and an understanding of the role and obligations. The representatives must avoid bias or conflict of interest in the process. Council presidents are responsible for ensuring their divisional nominations process is in place and that there are no conflict-of-interest issues.

Nominees

Must be an OLA member, a member of the division (for divisional elections), have at least two nominators if not identified by a nominations committee and have provided consent to stand for election. If only one nomination for a position is received and further nominations cannot be obtained, the nominee will be declared elected by the President of the Association or President of the Divisional Council.

Divisional Council at the Annual General Meeting.

If there are no nominations for a position by November 15, the board or council may appoint the position at any time following this date provided the board or council has a quorum at time of appointment (more than 50%).

OLA Elections

Voting takes place electronically with a system designed to be secret and secure. Each candidate provides a photo and text describing their platform. All members of a division shall be eligible to vote for regional representatives regardless of their own or the candidates' regions. Candidates for the Board and division councils shall be elected by a simple majority of secret ballots cast by members in good standing of the Corporation. Upon the closing of the election, the Executive Director forwards the election results to the past president of the association, or designate, for review and acceptance.

The Executive Director shall notify all candidates of the results of the relevant elections in writing. Nominees in an election situation who are not elected can be invited by the Executive Director to participate with the organization in other ways.

The election results will be reported to the membership at the Annual General Meeting or at Division annual meetings, as appropriate.

Mid-Term or Unfilled Positions

1. In the case of an unfilled or mid-term open Officer seat, the Board will call for nominations from the members and follow the standard nomination and election process.
2. In the case of an unfilled or mid-term open Divisional Board seat:
 - a. a delegate may be appointed. This may be a past-president, president, or some other divisional member who has previous experience with Divisional Council); or
 - b. should no member be available, the Council may call for nominations from Divisional members and follow the standard nomination and election process; or
 - c. the Division may also select not to appoint a member to the Board, providing the minimum number of Directors (five of seven) is not impacted.
3. The results will be reported to the membership by e-mail, as well as on the OLA website.

OLA Staff Responsibilities

- Coordination of nomination committee meetings as needed.
- Publicize the call for nominations.
- Coordination of the e-voting process including sending of the ballot link.
- Notify nominees of the election outcome.