

# Chapter Election Guidelines – Version 3

**Update:** further to Action Item 12 that arose from the July 23, 2016 RCC meeting, the Chapter Manager distributed a Word version of the “Clarification of the nomination and election of the Board at a Chapter AGM” document to the RCC for revisions/ feedback. Currently, the Chapter Manager has not received feedback from the RCC.

For reference, the original document is provided below.

## **Chapter Election Guidelines**

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### **Introductions**

To avoid problems at your chapter elections, here are a few suggested guidelines that may help you avoid contentious problems during chapter election at your AGM.

With the exception of a few chapters, most of your current chapter by-laws are adopted from the “boiler plate” chapter by-law in 2006. The “boiler plate” by-law will contain Article 4 as it is in Appendix A. For the few chapters that have modified your chapter by-law, you can apply these guidelines where applicable.

### **Chapter Election Guidelines**

The purpose of the following guideline is to provide our chapters with guidance during chapter elections, quoting several sections within your chapter-by-laws.

1. First of all, your chapter by-law is your rules that you need to abide by. If you are not clear about any parts of your chapter by-law, please contact the chapter office for help.
2. If applicable, Article 4 Section 6 is the start of the relevant section of the chapter by-Law that addresses the chapter election.
  - a. The purpose of the nominating committee is there to solicit nominations and assembles a slate of candidates for election.
  - b. In your nomination solicitation email, please resist the urge to ask for too much information. Providing too much information in the same email may cause confusion with the members at large. In some cases, it may even cause members some unnecessary anguish.
3. If applicable, Article 4 Section 7 talks about nominations from the floor.
  - a. If it is in the chapter by-laws, the chair of the nomination committee will ask for nominations from the floor.
  - b. Please make sure the AGM minute taker record the names of the mover and the seconder of the nomination from the floor for the minutes.

- c. Nominations from the floor are considered as part of your slate of candidates. Once accepted, they are included on the ballot for election purpose.
- 4. If applicable, Article 4 Section 8 state that you must have an election and elect the board from the proposed slate of candidates.
  - a. If there is no election, great and you can move on.
  - b. If there is an election, the chief chapter elections officer need to inform everyone at the AGM what is the maximum board size and how the election is going to take place, if it is going to take place.
  - c. He/she also need to make sure that all that are present at the AGM understands how many board members they are electing from the pool of the slate of candidates.
- 5. If applicable, Article 4 Section 9 state that the after the board has been elected, the chapter shall elect the officers also on an annual basis at the AGM.
  - a. Chapter officers are chair, vice chair, secretary and treasurer. Past chair is filled automatically when the current chair steps down.
  - b. There is no need to hold an election for past chair as the spot is the immediate past chair's if he/she wants it. If not, the logical person to ask is the past, past chair.
  - c. Normally the election of the officers follows the election of the board.
  - d. Some chapters like to do it a little differently as the by-law allows the election of officers to take place at such other times as approved by motion (at the AGM).
  - e. Example of such motion
    - i. *I hereby motion to have the 2016 election of the <chapter name> chapter officers at the first executive meeting. All the officers shall be voted by the elected board as we have here today. Moved by.... Seconded by....*
    - ii. Have a discussion after, call the question.
  - f. The chapter by-law is only as specific as to “when” the election of officer and not “how”.
  - g. As the chapter by-law is silent on the specifics of the “how”, it is therefore permissible on the motion to be specific on “how” the election of officers should take place.

### Frequently Asked Questions

1. Question: in what order of positions should the officer election be taken place?
  - a. While there is no set order one must follow for legality reasons, the general best practice is to handle the officer election in following order:
    - i. Chair
    - ii. Vice Chair
    - iii. Treasurer
    - iv. Secretary
    - v. Past Chair
  - b. The most important order is to deal with the past chair last.
  - c. This way, if your immediate past chair wants to run for other positions as an officer, he/she can without causing problems and confusions.
2. Question: what if I have a board member that resigns/stepping down midterm?

- a. If a member of the board resigns, the remaining board members are empowered to appoint such additional members as required by the by-law so as not to hamper the balance of the term of the Board. This is Article 4 Section 12.
3. Question: what if I have an officer that resigns/stepping down midterm?
  - a. If an officer steps down and causes a vacant position amongst the officers' rank, the chapter is empowered to appoint someone for that position for the balance of the term of the board. This is consistent with Article 4 Section 11.
  - b. If a chair steps down this way, he/she cannot be named as past chair. The stepping down has the meaning of stepping away from something with a reason.
  - c. To have the chair vacate his/her spot as chair but still remain as past chair (another officer position) is illogical.
  - d. It would be logical for the vice chair to assume the duties and the title of chair for the balance of the term of the board.
4. Question: can we elect the officers first and then elect the board?
  - a. The general answer is no.
  - b. Officers are board members too. It is better to elect the maximum but "less one" board member first, and from amongst the board elected, further elect the officers in the order as per above.
  - c. The "less one" is to make sure that you have a spot on the board for the past chair, if the past chair is filled ex-officio.
  - d. You can backfill the "less one" position after.
5. Question: how do I back fill that "less one" position?
  - a. As per the questions 2 and 3 above, the chapter board is empowered to back fill the "less one" position by consensus appointment.
  - b. The appointment has to be supported by the chapter board via motion and voted on.
6. Question: why do we need scrutineers? We all can count, right?
  - a. Scrutineers check over the ballot count and make sure that no votes are missed.
  - b. There are usually two people. It is there so that one double checks the count of the others.
  - c. Scrutineers should be free from having any apparent conflict of interests to the board being elected. It is best to avoid being a scrutineer when one has a conflict of interest.
  - d. Nomination of the scrutineers should be accepted by the majority of the board via motion and voted on.
7. Question: what is a sample agenda for a chapter election?
  - a. Here's a sample agenda for chapter election
    - i. Call the chapter election to order
    - ii. Present what slate the chapter managed to have prior to the AGM
    - iii. Seek nomination from the floor
    - iv. Conduct the election of the board
    - v. Conduct the election of the officers or defer the election of the officers to another meeting via motion
    - vi. Adjournment

## **Appendix A – Excerpt from the generic chapter by-law, Article 4 – Chapter Management**

### **ARTICLE 4 – Chapter Management**

1. The governing board of the chapter, known as the Board, shall not be less than seven members. A quorum shall be a simple majority of the five officer positions and a simple majority of the Board.
2. The officers shall be Chair, Vice-Chair, Secretary, and Treasurer. The immediate Past-Chair shall be an officer ex-officio. All other members of the Board are called executives.
3. Board members of a chapter must be in good standing with PEO.
4. A majority of the officer positions of the Board and a majority of the executives must reside within the geographic boundary of the chapter.
5. Engineers-in-Training can hold executive positions and the Secretary position but cannot have signing authority for the chapter.
6. A Nominating Committee comprised of one member of the current Board and two members at large shall be appointed by the current Board. A notice shall be sent to all members requesting nominations for the Board with names to be received by the Nominating Committee two weeks prior to the Annual General Meeting (AGM). Nominations must bear the signature of two nominators who are eligible to vote at the AGM and the nominee, accepting the nomination.
7. A slate of candidates shall be proposed by the nominating committee for presentation at the AGM. At the AGM, candidates can be nominated from the floor by a mover and seconded with acceptance by the nominee. Candidates, so nominated will be added to the slate of candidates.
8. The Board shall be elected at the AGM from the proposed slate of candidates.
9. The officers shall be elected on an annual basis at the AGM, or at such other times as approved by motion.
10. The Chair should normally have served at least one year on the Board or other committee of Council during the previous five years.
11. Should any officer position become vacant between elections, the Board is empowered to appoint a successor for the balance of the term of the Board.
12. Should additional Board members be required due to either resignation or insufficient numbers of individuals elected at the AGM, the current Board is empowered to appoint such additional members as may be required for the balance of the term of the Board.