



**MARCH 17/2005**

## **PROCEDURES, PROCESS AND CRITERIA FOR ELECTION TO NCVM BOARD**

### **PREAMBLE**

The Elections Committee is responsible for conducting and supervising election for the Executive Board of the National Council of Visible Minorities and ensuring that Council elections are conducted in a fair, transparent and equitable manner. The Election Committee is comprised of a representative group of visible minorities, who must be impartial/neutral with respect to the outcome of the elections and who are not seeking a position on the NCVM Board of Directors. It is being led by Dennis Waithe, a Director in Health Canada.

The Elections Committee shall prepare nomination forms and ballots and make any other necessary arrangements to ensure that the process is conducted in a fair, transparent and efficient manner.

Members of The Elections Committee are:

1. Dennis Waithe, Chair, National Capital Region
2. Ewart Walters, Deputy Chair, National Capital Region
3. Awad Loubani, NCVM Past President
4. Satinder Bains, Central Region
5. Denise Bonilla, Atlantic Region
6. Elma Dixon, Ontario Region
7. Johann Tan, Western Region

### **CRITERIA FOR SEEKING OFFICE**

All candidates seeking a position on the National Executive Board of The National Council of Visible Minorities **must be a self-identified visible minority employee** (as defined in the Treasury Board and Public Service Acts and Regulations) of the Federal Government of Canada and/or one of its Agencies. No Executive Board position can be contested by a non self-identified Visible Minority

Prospective candidates must be prepared to adhere to the **ethics and values** of the federal Public Service and must be **committed to the goals and objectives of the NCVM** and be prepared to operate within the context of the NCVM's Terms of Reference. Elected officers are expected to serve a full term. One term for any elected office of

NCVM shall be counted as a period of two years. **Incumbent national executive members are eligible to hold the same office for only two consecutive terms.**

Elected candidates must provide the NCVM Board of Directors, at its first convened post election meeting, a written letter of support<sup>1</sup> from the candidate's/departmental manager. Failure to comply with this criteria would represent a breach of the NCVM's election criteria and the NCVM Board can and may replace the elected officer.

Any member who has served on an NCVM Working Group and who has three years or more volunteer service with NCVM and wish to seek an elected office may use their volunteered time as **service criteria** experience with NCVM.

## **ELECTION PROCESS AND PROCEDURES**

The elections for the NCVM National Executive positions will be conducted by the Elections Committee with the full participation of the NCVM membership present at the National General Meeting. Regional Executive positions are elected in the respective NCVM region at regional GMs.

Candidates for NCVM National Executive positions must be nominated and seconded by visible minority employees who support their candidature. The Nominator is required to complete the nomination form (attached) and write a justification, no longer than one page, in support of the nomination. The Committee, after review of the nomination, will inform and then register the nominee as a candidate for office. Notwithstanding the latter provision, a final call for other nominations shall be made by the presiding Elections Committee Chair on the election floor prior to the declaration that nominations are closed.

Each floor nominated self-identified VM candidate must have a nominator and a seconder. The nominator will present the justification for the nomination.

With the exception of nominations from the floor, each candidate for a an Executive Board position shall submit his/her nomination papers to the chair of the elections committees no later than ten (10) working days prior to the holding of the GM. Voting will be by secret ballot and no voting by proxy will be allowed. If there is only one candidate for a position that candidate will be declared the winner by acclamation.

Voting will be in the following order: (1) President; (2) 1<sup>st</sup> Vice-President; (3) 2<sup>nd</sup> Vice-President; (4) Secretary; and (5) Treasurer.

Prior to each ballot, prospective candidates will be extended the opportunity to address

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<sup>1</sup>This implies that the responsible manager/department must certify that the candidate would be allowed the time necessary (i.e. time off work) to discharge his/her duties and grant, where possible, reasonable resources to do so.

delegates before the vote is taken for that position. In their address, lasting no longer than three minutes, Candidates should demonstrate an awareness of the functions of the position for which they are seeking election and give a sense to participants as to how they will add value/enrich to the work of the organization.

All eligible voting delegates (i.e. visible minorities who are part of their Department's/Agency's allocation) can participate. A quick roll call may be instituted to ensure the eligibility of potential voters.

The results of each ballot will be announced soon after the count has been completed.

Every candidate for election can appoint a scrutineer to ensure that the election process is fair. Names of scrutineer must be submitted to the election committee.

After the election results have been determined, candidates will have no recourse to nullify the results, unless the election committee and potential candidates fail to respect the process.

Names of nominees shall be made public one week before elections.

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