



## FEDERATION of CANADIAN ARTISTS

# Nominating and Voting Procedures for New and Incumbent Directors

## Preamble

Nominations for the FCA Board of Directors (BoD) open in December every year with elections held in advance of the Annual General Meeting (“AGM”) to be held in April or May of the following year. Directors shall be elected for a term of two (2) years. Details about the terms, role, responsibilities, and process may be found in the FCA Bylaws. All members considering nominating themselves for a role on the board should familiarize themselves with the FCA Constitution, Bylaws, and policies.

## Nominations for New Director Candidates

Candidates for nomination must meet the qualifications set out in these procedures.

1. Must be in good standing, holding a current membership and having no outstanding bills.
2. Nominees must have the following qualifications:
  - a. Be at least 18 years of age with power under law to contract;
  - b. Not have been declared incapable by a court in Canada or another country;
  - c. Not have the status of bankrupt;
  - d. Be a Member in good standing for at least one (1) year prior to nomination;
3. Must submit a written information package by email. The following is required, using the prescribed forms available on the FCA website:
  - a. Completed Nominee Information Form. Nominees should note that this information will be shared with the Membership for the purposes of an election.
  - b. Consent of the nominee to stand for election evidenced by the nominee signing the Nominee Information Form.
  - c. Completed and signed Nomination Support Forms of three (2) Members in good standing nominating the Member.

The complete nomination package shall be delivered to the Executive Director or designate by email not later than the January 20<sup>th</sup> preceding the AGM. No further nominations from membership will be accepted after the deadline.

The Committee, assisted by staff, will review the nomination packages. Those candidates whose packages are complete and whose membership requirements are met shall be candidates for election.

Nominees who do not meet the qualifications and/or do not submit a complete nomination package will not be considered a candidate for nomination.

## Incumbent Directors Standing for Re-Election

All directors with terms expiring as of the next AGM will be contacted by the Committee to determine their intention to stand for re-election.

Directors who intend to stand for re-election must be prepared to submit a written information package (as per above) by email if another member chooses to nominate themselves for election to the office they currently hold.



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Incumbents who do not meet these qualifications and/or do not submit a complete incumbent information package will not be considered a candidate for election.

The complete nomination package shall be delivered to the Executive Director or designate by email not later than the 15th of January preceding the next AGM.

### Nominations by the Committee

If a Director position remains vacant after the deadline of nominations from the membership, the Nominating Committee themselves, subject to the approval of the Board, may nominate one or more additional Members in good standing as Directors. Such additional nominees must meet the qualifications for Directors.

### Review by the Board of Directors

The Nominating Committee shall provide a list of the incumbent Directors standing for re-election and the Members nominated in accordance with the nominating procedure to the Board for approval of the slate at the January Board meeting.

### Voting Procedure

If A Board position is contested, the name and biographical information submitted on the Nominee Information Form will be made publicly available to members prior to the AGM so they can make an informed choice.

The Executive Director shall arrange for the tally of the ballots and report the results at the AGM. If two or more nominees receive the same number of votes resulting in a tie for the final spot available, the Executive Director will administer a runoff vote. Members will receive a form of ballot and will be required to submit the ballot within three (3) days. If the runoff vote fails to break the tie, the President, in consultation with the Committee, will cast the tie-breaking vote.

Those candidates elected by ballot or whose election is confirmed by the Members at the next AGM shall become directors effective at the end of that AGM.

### Related Documents

- Nominee Information Form
- Nomination Support Form
- Incumbent Information Form

PREPARED BY:	Patrick Meyer, Executive Director	ADOPTION DATE:	Not yet adopted
		REVISION DATE:	