

ELECTIONS POLICY - AMENDED FEBRUARY 16TH, 2006.

**ELECTIONS PLANNING COMMITTEE POLICY
AMENDED FEBRUARY 16TH, 2006**

1. PURPOSE

The purpose of this policy is to establish guidelines for the Annual Elections of the Board of Directors.

2. ELECTIONS PLANNING COMMITTEE

During the 1994 Elections, some members raised concerns to the Board of Directors about the manner in which members behaved during the elections. To alleviate the concerns and ensure that future elections did not deteriorate in the same manner the Board of Directors appointed interested members to form a committee to establish guidelines.

A permanent Elections Planning Committee has been established to plan upcoming elections. Anyone who is a member of Forestwood may participate and/or join the committee.

3. CHIEF ELECTIONS OFFICER

The Elections Planning Committee will appoint or elect the Chief Elections Officer (CEO). The general members will confirm the selection of the CEO at a meeting of the General Members.

The CEO will follow the procedures outlined in the addendum to this policy. No relatives of Candidates may serve as the Chief Elections Officer (CEO), i.e. parents, children, sisters, brothers, aunts, uncles, in-laws, and cousins.

4. SCRUTINEERS, VOLUNTEERS, INTERPRETERS

Scrutineers, volunteers, and interpreters for the day will be appointed by the Chief Elections Officer (CEO) prior to the day of the election.

Members of the committee may serve as volunteers, scrutineers, and interpreters at the discretion of the CEO (as per By-Law #1 Article 5.8).

No relatives (as described in item 3) of Candidates may serve as scrutineers and/or CEO.

A member of the Elections Planning Committee who is a Candidate must immediately step down from the committee till after the election. This is to avoid any appearance of conflict of interest.

A member of the Elections Planning Committee who is a relative (as described in item 3) of a Candidate must declare a conflict of interest during the Nominations Approval and MUST NOT participate as a scrutineer or C.E.O. in the voting room. This is to avoid any appearance of conflict of interest.

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5. CANDIDATES

To be considered eligible to run for the Board of Directors, all candidates must be qualified as listed below, according to The General By-Law # i Article 5.4.

- Is a member in good standing, as defined in By-Law 4 Schedule 1, of the Cooperative for at least one (1) year;
- Is at least eighteen (18) years of age;
- Is not an un-discharged bankrupt at the time of nomination and was not in the preceding one (1) year;
- Is not a mentally incompetent person;
- Has been a volunteer of the Co-operative;
- Has been in attendance at a minimum of two (2) General Members Meetings in the preceding one (1) year, or if there has been only one (1) such General Members Meeting, was in attendance at that meeting. Allowances will be made for extenuating circumstances.
- Has been nominated in writing before the close of nominations. No nominations will be accepted from the floor on the day of the election; and
- ***Must attend and participate in the current Candidates Workshop and Candidates Questions & Answer (Q&A) Forum.***

6. NOMINATIONS

All nominations must be received by the close of nominations.

All nominations must be date stamped received, also noting the time received.

Each member of the Co-operative is allowed to nominate one (1) candidate ONLY.

1 MEMBER, 1 NOMINATION, 1 VOTE.

The CEO and the Elections Planning Committee will approve all candidates running for the Board of Directors.

No staff person is allowed to campaign for any candidate.

7. VOTING ELIGIBILITY CRITERIA

Only Members of Forestwood Co-operative are eligible to vote.

All voters must be on the membership list to be eligible to vote. The Membership list will be posted one (1) week prior to the election, and members can check to see if they are on the list. **Any oversights or inquiries must be brought to the attention of the office and the CEO immediately.**

8. ELECTION DAY PROCESS

No canvassing or campaigning will be allowed on the day of the election.

Voting will be done in a selected room with four (4) Elections Officers present. They alone will assist the member with the balloting when necessary

The CEO shall take steps to ensure a fair and impartial election. Any notice of wrongdoing must be immediately brought to the attention of the CEO and will be dealt with by him/her at his/her discretion.

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Volunteers will be posted at the room door to prevent interference with the balloting and the counting of the ballots after the polls are closed.

All persons involved in the counting of the ballots will remain in the closed room until the official announcement has been made.

All candidates will be required to leave the meeting room after they have cast their ballots until the voting is complete and the polls have been declared closed — to prevent any accusations of influence or interference with the voters.

9. CASTING OF BALLOTS

Polls will remain open for 1½ hours.

Casting of ballots will be done in the following order:

- A. Persons involved with the elections, i.e. CEO, Elections Officers, Scrutineers, Volunteers, and Interpreters.*
- B. Candidates.*
- C. Special needs members.*
- D. All other members.*

10. DISCLOSURE OF ELECTED PERSONS

The only names announced at the closing of the meeting will be the names of the successful candidates.

In case of a tie, procedures will be followed according to By-Law # 1, Article 5.10 (b).

11. DISCLOSURE OF COUNT

The only numbers announced will be the total number of ballots cast and the number of spoiled ballots.

12. DESTRUCTION OF BALLOTS.

After the official announcement of the election results, the ballots will be destroyed thirty (30) days after, unless within those thirty (30) days there has been an objection or challenge to the election. *As per By-Law #1, Article 5.10 (c).*

Date Approved by the Elections Planning Committee:

Thursday, February 16th, 2006

Date Approved by the Board of Directors:

Monday, February 27th, 2006

Date Confirmed by Members:

Wednesday, May 3rd, 2006

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**CHIEF ELECTIONS OFFICER (CEO) PROCEDURES
ADDENDUM TO THE ELECTIONS POLICY**

1. Nomination period — 30 days — the month of September.
2. Once confirmed by the General Members, the CEO shall have the authority to supervise the conduct of nominations and elections to ensure they are conducted in a fair and impartial manner as per By-Law # 1, Article 5.8.
3. CEO is responsible for the election business for a period of one (i) year until the next election.
4. Polls will be open for 1 1/2 hours and there will be six (6) polling stations.
5. ELECTION DAY WORKERS REQUIRED:
 - A. 2 Members on the registration table in the voting room.
 - B. 1 Member inside the Co-op Center on the door to control the flow of Members to the voting room.
 - C. 1 Member on the voting room door to allow Members in as the polling stations become available.
 - D. An INDEPENDENT OBSERVER inside the voting room to assist Members when needed and to observe that proper procedures are being followed. The Independent Observer shall not be a Member of the Co-operative or Staff.
 - E. CEO in the voting room to initial ballots and to ensure that proper procedures are being followed.
 - F. 1 Member to watch children while the parent is voting. No children shall be allowed in the voting room.
 - G. Candidates' pictures and names to be posted on voting room walls, not in the polling stations.
6. ORDER OF VOTING
 - A. Persons involved with the elections, i.e. CEO, Elections Officers, Scrutineers, Volunteers and Interpreters.
 - B. Candidates.
 - C. Special needs members.
 - D. AU other members.
7. Keep one (1) tally sheet with the names of the unelected candidates for one (1) year until the next election, in the case of a vacancy on the Board of Directors. This tally sheet will be destroyed when either all names on the list have been exhausted or the next election has been called. In the case of vacancies out numbering the names on the tally sheet, By-Law # 1, Article 5.11 sets out the procedures that must then be followed.