

<i>POLICY</i> <b>ELECTION OF OFFICERS</b>	<b>Number: 1-20</b> <b>Section: ADMINISTRATION</b> <b>Page: 1 of 3</b>
<b>Issuing Authority</b>	CASLP-NL Board of Directors
<b>Author</b>	CASLP-NL Board of Directors
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## OVERVIEW:

Section 7 of the College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL) Administrative By-laws makes provisions for the election of a College Board and a College representative to the Newfoundland and Labrador Council of Health Care Professionals (NLHCP).

## POLICY:

Members in good standing with CASLP-NL will be elected as a College Board Member or College Representative in a structured and consistent manner.

## PROCEDURE:

Elections Occurring at End of Designated Term

## NOMINATIONS:

- The College Election Committee will call for the nomination of individuals in the desired offices (i.e., Chairperson, Vice-Chairperson, Secretary, Treasurer, or Member at Large) at least 120 days prior to the expiry of the applicable term of Board Member positions that are to be filled by the election.
- Board Member terms align with the College year and its AGM, meaning incoming Board members are typically announced at the AGM (Spring).

- Call for nominations shall be sent by electronic mail to each College member in good standing,
- All nominations must be made by a College member in good standing.
- All nominees must be a College member in good standing and must agree to the nomination by completing the letter of consent (Form 5-10).
- A College member in good standing can only be nominated for position available for election.
- The nomination form (Form 5-10), duly completed and signed by the nominating College member and the letter of consent from the College member being nominated, must be received by the Election Committee at least 90 days prior to the expiry of the term of office for which the College member has been nominated.

### ELECTION

- The Election Ballot shall be sent by electronic mail to each College member in good standing
- For each available position, a College member in good standing may vote in favor of one candidate amongst the eligible candidates indicated on the ballot as running for a position.
- The voting will be carried out electronically by a contracted third party.
- The candidate receiving the most votes is elected to the position.
- In the case where there is a tie vote, the election Committee must select the successful candidate by a random draw.
- When only one College member in good standing is nominated for an available position, the nominee is deemed to be elected by acclamation.
- The Election Committee may determine any disputes or irregularity with respect to any nomination, ballot or election.

### TRANSFER OF POWER

- Outgoing College Board members will continue their duties until completion of transfer of power
- Outgoing Board members will arrange with newly elected Board members an opportunity to initiate orientation and transfer of duties, which may include attending the Spring face-to-face meeting
- Newly elected Board members are not expected to commence their duties until the first regularly scheduled Board meeting following the AGM and only if all parties are satisfied with the completion of transfer of power. Both incoming and outgoing members attend the first fall meeting.
- Transfer of power includes review of, but is not limited to: orientation checklist, code of conduct, position description, by-laws and policies.

### REPLACEMENT OF BOARD MEMBERS OR COLLEGE REPRESENTATIVES

If a board member resigns, dies, loses their status as a College member in good standing, or becomes incapable of performing their duties, the Board of Directors of the college shall appoint a replacement Board member until the term of office of that position expires.

### REFERENCES:

- By-laws, College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador, 2025
- Province of Newfoundland and Labrador: Health Professionals Act, SNL 2010,
- c.H-1.02

**APPROVED BY:**



**CASLP-NL CHAIRPERSON**



**CASLP-NL BOARD MEMBER**



**FORM 5-10**

**Nomination Form**

The undersigned being a member in good standing of the College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL) hereby nominate

\_\_\_\_\_, who is also a member in good standing of CASLP-NL, to serve on the Board of Directors of CASLP-NL in the position of \_\_\_\_\_.

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**Letter of Consent for Nomination**

The undersigned being a member in good standing of the College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL) hereby agree to be nominated to serve on the Board of Directors of CASLP-NL in the position of \_\_\_\_\_.

**Nominee:**

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

