

PEO Scarborough Chapter NOMINATION FORM 2014

Please complete and return this form to The Search Committee before **04 January 2014**.

AGM Date: **18 January 2014**

Search Committee Members :

N Asogan, P.Eng. (Chair), Syed Q Raza, P.Eng. (Member), Ujwal Verma, P.Eng. (Member)

Email: agm@peoscarborough.ca (Subject line – Nomination – Election 2014)

Candidate's Full name: _____
(Please Print)

PEO Membership Number: _____

Postal Code of Residence: _____

Telephone: _____

E-mail: _____

I, _____ agree to stand as a candidate for election as
_____, and not to withdraw my candidacy except under
exceptional circumstances.

I am a member of PEO of good standing and eligible for election to the Scarborough Chapter board as per the Scarborough Chapter By-law Amended in 2009 (See below for relevant clauses)

If elected, I agree to serve on the Scarborough Chapter Board.

I permit the Scarborough Chapter to check my membership status with PEO if required.

Signature: _____ **Date:** _____

Nominators

Name (Please Print)	PEO Membership #	Signature

Extracts from By-Laws (amended) 2009

6. Management

- 6.1. A Board consisting of PEO members in good standing shall govern the Chapter.
- 6.2. The Board consists of Officers and Executives.
- 6.3. The Officers of the Chapter are:
 - 6.3.1 Four elected members, namely: Chair, Vice-Chair, Treasurer, Secretary, and
 - 6.3.2 One non-elected member: The immediate Past Chair as an officer ex-officio.
 - 6.3.3 If the immediate Past Chair is not available, then any Chapter Past Chair may fill this position.
- 6.4 The Executives of the Chapter:
 - 6.4.1 There shall be a minimum of two Executive positions.
 - 6.4.2 The Board can create additional Executive positions.
 - 6.4.3 The Board can remove any Executive positions over the minimum number.
- 6.5 A majority of the Officers and a majority of the Executives must reside within the geographic boundaries of the Chapter.
- 6.6 A quorum to hold a Board meeting is a simple majority of the Board and a simple majority of the Officers.
- 6.7 Guests at Board meetings.
 - 6.7.1 Board meetings are open to visiting Chapter members. They can have input in chapter affairs through the Board members. They may be invited to participate in discussions at the discretion of the Chair.
 - 6.7.2 Any other person may attend only upon the invitation of the Chair.
- 6.8 Only Board members are eligible to move and vote on motions.
- 6.9 Any method of communication agreed to by the Board may be used to conduct Chapter business.
- 6.10 The Board can establish voting procedures that include electronic or any other method of communication. A particular method of communication will not automatically change normal voting protocols or procedures.

7. Candidates

- 7.1. Chapter members are eligible for all positions within the Board.
- 7.2. A member of any other PEO chapter may be a candidate for:
 - 7.2.1. A Chapter Executive position, as long as the majority of all the Executives reside within the Chapter.
 - 7.2.2. A Chapter Officer positions, as long as the majority of all the Officers reside within the Chapter.
- 7.3. PEO Council Member.
 - 7.3.1. May not be a candidate for a Chapter Officer or executive position.
 - 7.3.2. May be a volunteer of the chapter
 - 7.3.3. May be invited to the board meetings as advisors.
- 7.4. A non-member may serve on a sub-committee or committees of the Chapter. A non-member may also be invited to the board meetings.
- 7.5. All members should normally serve as sub-committee members, sub-committee Chairs and Executive Board members so as to qualify for the remaining positions.

The normal progression of positions for volunteers within the Chapter is:

 - 7.5.1. Sub-committee member
 - 7.5.2. Sub-committee Chair
 - 7.5.3. Executive Board member
 - 7.5.4. Treasurer or Secretary
 - 7.5.5. Vice-Chair
 - 7.5.6. Chair
 - 7.5.7. Past Chair
- 7.6. Candidates for the Secretary and Treasurer positions would normally have at least one year experience as an Executive Board member in any PEO chapter.
- 7.7. Candidates for the Vice-Chair position should normally have at least one year experience as a Secretary or Treasurer of any PEO chapter.
- 7.8. Candidates for the Chair position should normally have at least one-year experience as a Vice-Chair of the Chapter and at least one year experience as a Secretary or Treasurer of any PEO chapter.
- 7.9. A Chair can serve a maximum of two consecutive years in the Board.

- 7.10. In the absence of experienced candidates the search committee may choose the best qualified nominees from the PEO membership at large.
- 7.11. If there are insufficient candidates to fill the positions available, the following actions (in order of preference) may be taken:
 - 7.11.1. The number of Board added Executive positions might be reduced.
 - 7.11.2. If necessary, the required Executive positions may be combined.
 - 7.11.3. If still necessary, the positions of Secretary and Treasurer may be combined.
 - 7.11.4. If still necessary, the positions of Chair and Vice-Chair may be combined.
- 7.12. At any meeting, the holder of any combined positions is entitled to only one vote.

8. Elections

- 8.1. The Board shall appoint a search committee comprised of a Past Chair, one member of the current Board and at least one Chapter member at large.
- 8.2. The search committee will propose a full slate of nominees for the elected positions.
- 8.3. Notice of the Annual General Meeting (AGM) shall be given to Chapter members at least one month before the AGM.
- 8.4. The notice of the AGM shall include:
 - 8.4.1. Number of executive positions;
 - 8.4.2. Names of the nominees proposed by the search committee
 - 8.4.3. Names of members appointed by Council, and
 - 8.4.4. An invitation to the membership to submit other names as candidates.
- 8.5. Nominations from members for any positions must:
 - 8.5.1. Be submitted in writing to the search committee at least two weeks in advance by filling out the form given in Appendix-A.
 - 8.5.2. Bear the signature of three nominators who are eligible to vote at the AGM.
 - 8.5.3. Bear a signature of acceptance by the nominee, and
- 8.6. The final slate of candidates standing for election comprise of the following candidates:
 - 8.6.1. Nominated by the search committee, and
 - 8.6.2. Nominations properly completed and received from members-at-large.
- 8.7. All the officers and executives for the Board, except the past chair, shall be elected at the AGM from the slate of candidates standing for election.
 - 8.7.1. A member of the search committee ideally the Chair shall conduct the election as the presiding officer.
 - 8.7.2. The final slate of candidates with their respective nominated positions shall be presented.
 - 8.7.3. In the event that a position has only one candidate, that candidate shall be declared elected by acclamation.
 - 8.7.4. Only Chapter members in attendance at the AGM are entitled to vote.
 - 8.7.5. Proxy votes are not permitted.
 - 8.7.6. The presiding officer shall refrain from voting, except to break a tie.
 - 8.7.7. Voting shall be by a show of hands, unless a formal request is made to conduct a secret ballot.
 - 8.7.8. A plurality vote shall elect a candidate to the position for which he/she is nominated.
 - 8.7.9. After counting, the results of the election shall be announced at the meeting.
 - 8.7.10. If a secret ballot was conducted, the presiding officer shall ask for a motion to destroy the ballots.
 - 8.7.11. The incoming Board shall take office immediately.
- 8.8. After an AGM, should a Board position be vacant, or become vacant, the remaining elected Board is empowered to appoint such additional members as may be required for the balance of the unexpired tenure of office.