

NOMINATIONS AND ELECTIONS PROCEDURES AND REPORT FOR THE UBCM EXECUTIVE

The ongoing administration and policy determination of the UBCM is governed by a 19 person Executive Board that is elected and appointed at the Annual Convention.

THERE ARE ELEVEN ELECTED POSITIONS:

President
First Vice-President
Second Vice-President
Third Vice-President
Director at Large (five positions)
Small Community Representative
Electoral Area Representative

THERE ARE EIGHT APPOINTED POSITIONS:

Immediate Past President
Vancouver Representative
GVRD (Metro Vancouver) Representative
Area Association Representatives – AKBLG, AVICC, LMLGA, NCLGA, and SILGA

NOMINATING COMMITTEE – is appointed under provisions of the UBCM bylaws and is composed of the Immediate Past President and representatives of the five Area Associations.

The Nominating Committee is responsible for overseeing the nomination and election process.

THE NOMINATIONS PROCESS

MAY / JUNE

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations (prior to the Convention)
- general duties of an Executive member

It will include instructions on how to access additional information on UBCM Executive responsibilities and how, preferably, to submit a nomination.

JULY - LAST BUSINESS DAY

Advance nominations close – all candidates must have their documentation submitted.

Following that deadline the Nominating Committee will review the credentials and prepare their report. It is not the role of the Nominating Committee to recommend any one nomination. They are to ensure nominations are complete and in accordance with policies and procedures.

MID - AUGUST

The Nominating Committee report will be distributed to all UBCM members and will include:

- names of members and positions

- photo (to size set by Nominating Committee Chair)
- biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still does not meet the maximum, the Nominating Committee Chair shall edit as required.

Nominations may also be received during the Convention – see below.

THE ELECTIONS PROCESS

The process will proceed as it has in past years in two steps:

STEP 1 – ELECTION OF TABLE OFFICERS

WEDNESDAY, SEPTEMBER 30, 9:25 A.M.

Nominating Committee presents the nominations for positions of President, First Vice-President, Second Vice-President, and Third Vice-President.

WEDNESDAY, SEPTEMBER 30, 11:55 A.M.

Nominations from the floor for Table Officer positions.

WEDNESDAY, SEPTEMBER 30, 2:25 P.M.

Candidate speeches if necessary.

WEDNESDAY, SEPTEMBER 30, 2:30 P.M. - 5:00 P.M.

Elections for Table Officer positions (as necessary).

THURSDAY, OCTOBER 1, 8:00 A.M. - 9:00 A.M.

Elections continue for Table Officer positions (as necessary).

STEP 2 – ELECTION OF REMAINING EXECUTIVE POSITIONS

THURSDAY, OCTOBER 1, 8:30 A.M.

Nominating Committee present nominations for five Directors at Large, Small Community Representative and Electoral Area Representative.

THURSDAY, OCTOBER 1, 9:55 A.M.

Nominations from the floor for the above positions.

THURSDAY, OCTOBER 1, 10:00 A.M.

Candidate speeches if necessary.

THURSDAY, OCTOBER 1, 2:30 P.M. – 5:00 P.M.

Election for remaining Executive positions (as necessary).

FRIDAY, OCTOBER 2, 8:00 A.M. - 9:00 A.M.

Elections continue for remaining Executive positions (as necessary).

For further information on the nomination and election process contact the Chair of the UBCM Nominating Committee.