



## INFORMATION ABOUT THE COLLEGE'S ELECTION PROCEDURES

### Information about the Board

The College's Board is required to govern, control and administer the affairs of the College in accordance with the *Health Professions Act*, R.S.B.C. 1996, c. 183 (the "*Act*"), the Naturopathic Physicians Regulation ("Regulation") and the Bylaws. The Board consists of four elected Board members and four appointed Board members.

### Eligibility for election to the Board

As set out at section 3 of the Bylaws of the College, a registrant is only eligible for election to the Board if:

1. s/he is a full registrant in good standing;
2. in the six year period prior to the date of the election,
  - a. his or her registration has not at any time been suspended or cancelled for any reason other than non-payment of fees;
  - b. his or her authorization to practice naturopathic medicine has not at any time been otherwise restricted or limited by:
    - i. terms, limits, or conditions of a consent or undertaking given by the registrant under section 36 of the *Act*, an order under section 35 or section 39 of the *Act*, or a deemed order under section 37.1 of the *Act*; and/or
    - ii. any terms, limits, or conditions attached to the registrant's registration under section 20(2.1) of the *Act*; and
3. s/he has not served as an elected Board member for four (4) consecutive terms ending within the previous two (2) year term.

### Eligibility for voting in election

Only a full (practising) or non-practising registrant in good standing is eligible to vote in an election, pursuant to section 17(3)(a) of the *Act*.

### Nomination procedure

Pursuant to section 6(1) of the College's Bylaws, only a full registrant in good standing may nominate a person for an elected position on the Board of the College. S/he must do so by completing Section A of the Nomination Form, which may be found on the College's website.

The nominator must then have the nominee complete Sections B and C of the Nomination Form, and return the form to the College on or before 4:30 p.m. on Thursday, April 19, 2018 by way of mail or email to [ea@cnpsc.bc.ca](mailto:ea@cnpsc.bc.ca). **Nomination Forms received after 4:30 p.m., Thursday, April 19, 2018 will be disregarded.**

Pursuant to section 6(3) of the College's Bylaws, if the number of Board positions to be filled in an election is greater than the number of qualified nominations existing immediately prior to the election, a full registrant in good standing may nominate a person from the floor, with that nominee's consent, for a Board position to be filled in the election.

Each nominee must, prior to the election, declare in writing that he or she will comply with the *Act*, the regulations and these Bylaws and the election procedures established by the Registrar. The Registrar must disqualify any nominee whose nomination contravenes the *Act*, the Regulation, or the College's Bylaws.

### **Election procedures**

Pursuant to section 7 of the College's Bylaws, an election under section 17(3)(a) of the *Act* must be held at each AGM to fill the elected Board member positions that are vacant. Only a full or non-practising registrant in good standing is eligible to vote in the election. A registrant who is eligible to vote in an election is entitled to one (1) ballot and may vote for one (1) candidate for each Board position to be filled in the election. Voting is by secret ballot.

The candidate, or candidates, receiving the most votes on the return of the ballots is, or are, elected. In the case of an equality of votes during an election, the Registrar must select the successful candidate, or candidates, by random draw. The Registrar must supervise and administer all elections and may establish procedures, consistent with the College's Bylaws for that purpose (s.7(7)). The Registrar may determine any dispute or irregularity with nomination, ballot or election.

If, at the close of nominations for an election, the number of qualified nominations under section 6 of the College's Bylaws is less than or equal to the number of Board positions to be filled in the election, the nominee is, or the nominees are, elected by acclamation. If any elected Board member position remains or becomes vacant immediately following the election, the Board may, by special resolution, appoint a full registrant who meets the eligibility criteria for nomination to fill the resulting vacant Board position under section 10 of the College's Bylaws. The registrar must use Form 1, *Certificate of Election*, of the College's Bylaws to certify newly elected Board members.

### **Key Procedures**

Please note the following:

1. government-issued photo identification will be required at check-in in order to obtain a ballot (or ballots, if the registrant has been assigned a proxy);
2. excepting valid proxy-holders, only one ballot will be provided to each registrant (i.e. lost or stolen ballots will not be replaced);
3. each candidate has two minutes to speak;
4. voting occurs following the final candidate's speech; and

5. excepting valid proxy-holders, each registrant may put only one ballot in the ballot box (i.e. a registrant may not give his/her ballot to another registrant to place in the ballot box).

### **Voting by proxy**

Pursuant to section 37 of the College's Bylaws, a registrant who is eligible to vote in the election may appoint in writing another registrant as his or her proxy holder to vote in the election or attend and act at the AGM in the manner, to the extent, and with the power conferred by the proxy. A valid proxy-holder has the same rights as the registrant who appointed him or her to vote in the election or speak at the general meeting.

To appoint a proxy holder, complete the Proxy Appointment Form available on the College's website and ensure that your proxy-holder holds no more than one other registrant's proxy. Under section 37(7) of the College's Bylaws, a registrant may hold a maximum of two proxies for any election or general meeting. The proxy-holder will receive one ballot per proxy at the AGM (to a maximum of two proxies), as long as the Proxy Appointment Form is received by the College before the below-noted deadline.

### **Deadline to appoint proxy holder**

Proxy Appointment Forms must be received by the College at least twenty-four (24) hours before the date of the election or general meeting for which it is executed. Please submit your proxy form by email to [ea@cnpbc.bc.ca](mailto:ea@cnpbc.bc.ca) before 11:59 p.m. on Thursday, May 10, 2018. Proxy Appointment Forms received after the deadline will be disregarded.

### **No absentee ballots**

The College's Bylaws allow voting by proxy but do not allow for voting by mail. If a registrant who is unable to attend the AGM wishes to vote in the election, s/he must follow the voting by proxy procedure set out above to designate a registrant who will be attending the meeting to vote on his/her behalf.

### **Terms of office**

Pursuant to section 8 of the College's Bylaws, the term of office for an elected Board member expires on the date of the second AGM following the date that his or her term of office began.

### **Election Validation**

Pursuant to section 17(1) of the *Act*, immediately after an election the Registrar must certify the person(s) elected and specify in the certificate the dates the member's term of office begins and ends. The certificate issued by the Registrar is conclusive evidence that the person named in the certificate has been elected a member of the Board. However, a registrant may question a certificate issued by the Registrar by petition to the Supreme Court within 30 days of the certificate being issued by the Registrar, setting out the grounds on which the registrant questions the certificate. Such a petition must be served on the Registrar and on the person certified to be elected, and heard in a summary way.