

**APGNS Policy and Procedures with Respect to  
Nominations and Elections**

**approved May 2015; updated March 2018 and July 2019**

**INTRODUCTION**

This policy and procedure document is intended as an addendum to the current by-laws of the Association and reflects the currently accepted procedures as well as the by-laws under development for the revised *Geoscience Profession Act* and *Geoscience Practice Regulations*. Where accuracy is critical, please consult the current *Geoscience Profession Act* and the by-laws of the Association.

**DEFINITIONS**

**Act** – means the *Geoscience Profession Act*.

**By-laws** – means the by-laws of the Association of Professional Geoscientists of Nova Scotia (Geoscientists Nova Scotia, APGNS or the Association) currently in force under the Act.

**Council** – means the Council of the Association.

**Registrar** – means the Registrar of the Association as appointed by the Council of the Association.

**Secretary** – means the Secretary of the Association as appointed by the Council of the Association.

**NOMINATIONS AND ELECTIONS**

1.0 This procedure is presented in anticipation that the Annual General Meeting of the Association will be on or after March 2<sup>nd</sup> of the calendar year. The defined time line is based on the by-laws.

2.0 Nominations and Election schedule:

- Prior to October 31<sup>st</sup> - Council appoints the Nomination Committee;
- Nov 1<sup>st</sup> - Call for Nominations;
- Nov 30<sup>th</sup> - Nominations Close;
- Dec 15<sup>th</sup> - Nomination Committee report to Council;
- Jan 1<sup>st</sup> - Call for a Vote (if required);
- Jan 30<sup>th</sup> - Voting Closes and begin Scrutiny; and
- March 2<sup>nd</sup> - AGM (election if a tied vote).

3.0 The Council shall, not later than October 31<sup>st</sup> of each year, appoint a Nominating Committee consisting of three (3) members, to include a Past-President, preferably the immediate Past-President as Chair.

4.0 The Nominating Committee shall prepare for Council a report which identifies a list of eligible members for the officers of the Association and members of the Council for the next ensuing year. The list shall include not more than two names for President, not more than two names for Vice-President, and not more than six names for members of Council. It shall not include the name of any member who is known to be unable or unwilling to accept office if elected. Wherever practicable, the Nominating Committee will consider representation of members residing outside the Halifax Regional Municipality.

5.0 The Registrar shall advise the membership that nominations from the membership at large will be received by the Nominating Committee.

Any three (3) members of the Association may submit nominations to the Nominating Committee for candidates for any or all of the offices of President, Vice-President and members of Council. Nominations shall be submitted in writing using the prescribed nomination form, dated, signed and stamped by all the nominators, and shall be accompanied by a letter of consent from the member so nominated. Nominations may include a single name only but shall include not more than one name for President, one name for Vice-President, and two names of members for members of the Council.

6.0 The Nominating Committee shall submit the list of all nominees to the Council for its approval. If for any reason the Nominating Committee fails to properly fulfill all or any of the requirements of its office, the Council may complete all or any of those requirements.

On approval of the list of nominations, Council shall instruct the Registrar to prepare a ballot of the approved list of nominees and send a copy thereof to each member with the request to indicate thereon, his/her choice of officers of the Association and members of the Council and to return the ballot to the Secretary. The ballot shall be so prepared that members shall be instructed to vote for not more than one member for President, one member for Vice-President, three members for Councilors.

7.0 The Secretary shall tabulate the ballots and notify the candidates.

The Secretary shall present to the annual general meeting the names of the members who have received the greatest number of votes for the offices of President and Vice-President, and for the three Councilor positions.

The presiding officer at the annual general meeting shall then declare such members duly elected to their respective offices. The Secretary shall retain the ballots for three months before destroying them unless a resolution at the AGM is passed to do otherwise.

8.0 In the event of two or more qualified nominees obtaining an equal number of votes and when only one can be elected, the annual general meeting shall elect, by ordinary resolution, the President, Vice-President or member of the Council so tied.