



Nomination and Election Procedures for the Year 2011/12

(applicable information taken from the 2010 ORFA Constitution)

ARTICLE 8: OFFICERS

The Board of Directors hereinafter referred to as the “Board”.

Section 8.1: President of the Board

The President shall chair meetings of the Board and represent the Association as head of the Board.

Section 8.2: Chief Administrative Officer

The Chief Administrative Officer shall report to the Board.

Section 8.3: Board

The nine members of the Board of Directors of the Association shall be:

- Past President of the Board
- President of the Board
- President Elect of the Board; (one of six Directors)

Note: The President-Elect is elected by the Board from the serving Directors (not including Corporate Director)

- 7 Directors (Four Regional, Two Director At Large and One Corporate)

Section 8.4: Members in Good Standing

The above officers will comprise the Board of the Association and shall be members in good standing.

Section 8.5: Officers

- All officers of the Board must reside in the Province of Ontario and maintain their membership in good standing.
- If an officer moves out of province during their term, they may finish their term of office upon the approval of the Board.
- All Regional Directors shall work in the region they are elected to represent with the exception of the two Directors At Large. The Board may appoint a member in good standing from another region to become director if no members are available to be a Regional Director in a required region.
- That all officers of the Board must obtain at least the Registered General Practitioner designation during their term of office.
- That all officers shall serve in a non-salaried or non-contractual position with the ORFA during their term of office.

Section 8.6: Term

All officers of the Association shall serve for a term of two years, or until their successors are elected.

A Board member may only hold the office of President or President Elect for a maximum of two (2) consecutive years.

Section 8.7: Eligibility for President Elect

A member must be serving on the Board to be elected to the position of President-elect.

Section 8.8: Board Vacancy

A vacancy occurring in any elected office between annual meetings shall be filled in the following manner:

- In the event the President of the Board is unable to finish his/her term, the Board will elect a Board member to finish the term. In the event a President Elect has been chosen, he/she shall assume the position. In the event of a vacancy in any of the Board positions between elections the Board may appoint a member in good standing to fill the office for the remainder of the term.
- In the event a member of the Board leaves his/her place of employment and is actively seeking employment in the field, he/she may request a sabbatical membership and complete their current term of office.

ARTICLE 10: NOMINATIONS AND ELECTION OF OFFICERS

Nominations for the Board of the Association shall be completed every two years.

Official Association nomination forms shall be mailed to each voting member of the Association accompanied by the adopted procedure outlining the process of nomination and election.

Section 10.1: Nominations

All positions of the Association shall be elected by ballot and officially take office on January 1st for that term.

Nominations for the regional Board members as defined under Article 8 of the Constitution shall be submitted to the Chief Administrative Officer in writing, duly moved and seconded by a qualified member, forty (40), calendar days prior to the Election Date (as defined in section 11-1).

The Board shall appoint a Committee of members, of the Association and Board, one association member who shall be appointed Chairperson of the Elections Committee who is a member and who declares s/he is not running and or voting. This committee will bring in a proposed slate of Officers for the members consideration. The Board will accept these nominations along with those nominations, which have been submitted by the Chief Administrative Officer, in accordance with Article #11. The Chairperson of the Elections Committee shall thereupon conduct the election.

Section 10.2: Majority

All elections shall be of a majority vote.

Section 10.3: Official Ballot Count

The official ballot count and voting results can be obtained by any member who stood for a Board position by submitting a written request to the Chairperson of the Elections Committee within (14) fourteen days of the election date.

If any candidate wishes to be present or place a representative at the opening of the ballots, they may do so by giving written notice to the Chairperson of the Elections Committee fourteen (14) calendar days prior to the opening of the ballots.

Section 10.4: Nominating Committee

The nomination form and/or the Elections Committee will seek nominations from the membership for the following offices of the Board in the following order:

- Four Regional Directors
- Two Directors At Large
- One Corporate Director

Section 10.5: Corporate Directors

The Corporate members shall only vote for Corporate Director.

ARTICLE 11: NOMINATIONS AND ELECTIONS PROCEDURES

Section 11-1 Director Nomination and Election:

Members may only stand for election of one Directors position.

Nominations will not be received prior to September 01 or later than October 01 and will be clearly indicated on the nomination form. In order to be valid the following information must be submitted to the office of the Association:

Election date will take place during the second Thursday (or next working day if holiday falls on the second Thursday) of November.

Completed nomination forms must be submitted in an envelope clearly marked "Nomination Application" and must include the following:

- i) A background and resume of the person being nominated.
- ii) A written description of why the candidate is desirous of serving as an officer of the Association.
- iii) The Candidate must sign the declaration that their employer supports their potential service to the Association.
- iv) The Candidate who has been nominated for office will be notified within seven days following the close of nominations regarding the validity and eligibility of their candidacy for office.

Current Board Members must declare their intent for a position on the next term of office thirty (30) calendar days prior to the opening of the nomination period.

The Elections Committee, as appointed by the Board, will serve as the official body to oversee, review and scrutinize the nomination and election process.

Following the close of nominations and subsequent notification of eligibility to the candidates, an appeal process will be afforded to any candidate, if requested, by means of written application of appeal to the Chairperson of the Elections Committee within forty-eight (48) hours following their notification of candidacy. A ruling of the decision of the appeal will be made by the Elections Committee and shall be submitted in writing to the candidate within seven (7) calendar days.

The complete slate of candidates who have been nominated for Board positions will be circulated along with the background description of candidacy for each person seeking election to those members eligible to vote for that candidate within ten (10) calendar days of closing.

The voting process will be transacted on an official Association ballot, which will be sent out to all eligible voting members during the third week of October of an election year. Also included will be the complete list of candidates and the background description for candidacy. Voting for candidates will be limited to card bearing members who are entitled to voting privileges as specified in Article 7 (Membership) of the constitution. The ballot must contain an original signature and name/affiliation of the voting member and each voting member will be entitled to forward only one ballot for each candidate for office.

The card bearing member who exercises voting privileges may vote for one director for each region. Only Corporate Members will be allowed to vote only for the Corporate Director.

A vote will be held for any of the Board positions if two or more candidates are running for the same position. If only one candidate has been properly nominated for a position, that person shall be acclaimed to the position and notice will be given along with the published list of candidates seeking office.

The deadline for acceptance of completed ballots by the Chairperson of Elections (and Nomination) Committee will be the second Thursday of November at 12-noon (or next working day if holiday falls on the second Thursday). Ballots will be received by return mail in an envelope clearly marked "BALLOT" or by fax to the Chief Administrative Officer at the ORFA Office. Official ballots will be deposited in a sealed ballot box and will be opened by the Chairperson of Elections (and Nomination) Committee, Chief Administrative Officer and an observer (who is a non-member of the Association) the second Thursday of November at 2:00 p.m. (or next working day if holiday falls on the second Thursday).

When tabulating results of the election process through official count of the ballots received, in cases whereby two votes are received from the same individual, the ballot received from the "Individual" member (not Group) will be declared spoiled. In the event of a tie, the ballots will be counted and the candidate receiving the most votes from the region being contested will be declared a winner. The successful candidates will be notified by telephone immediately following the official count followed by written notification within (14) fourteen calendar days.

Official notice of the newly elected slate of Board Officers shall be published in the next issue of the Association's magazine following the election.

The full results including number of ballots and official counts will be completed by the Chairperson of the Elections (and the Nominating) Committee in report form marked private and confidential and submitted to the Board within thirty (30) calendar days of the election date.

Section 11-2 President-Elect/President:

The President of the Board shall be elected by the Board from the current serving Regional Directors of the Board. The newly Board elected President shall serve as "President-Elect" until their two year term of office begins. The President-Elect shall continue to serve as Regional Director for their region until their term begins.

The Board shall elect a new incoming President-elect by April 15th of the first year of any two year term.



ONTARIO RECREATION
FACILITIES ASSOCIATION INC.

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(applicable information taken from the 2010 ORFA Constitution)

2011/12 NOMINATION FORM

(Please Print Clearly)

I, _____
(NOMINATING MEMBER NAME) (SIGNATURE)

FROM _____
(NOMINATING MEMBER EMPLOYER)

(AREA CODE) - (TELEPHONE NUMBER) (E-mail address)

NOMINATE _____
(NOMINEE)

FROM _____
(NOMINEE EMPLOYER)

(AREA CODE) - (TELEPHONE NUMBER) (E-mail address)

FOR THE OFFICE OF: (Please)

- | | |
|--|---|
| <input type="checkbox"/> North Region Director | <input type="checkbox"/> East Region Director |
| <input type="checkbox"/> Central Region Director | <input type="checkbox"/> West Region Director |
| <input type="checkbox"/> Director At Large (2 positions) | <input type="checkbox"/> Corporate Director |

Note: For Clarification of which Region you reside refer to:
http://www.orfa.com/memberdirectory/ORFA_Regions.htm

SECONDED BY:

(SUPPORTING NOMINATING MEMBER NAME) (SIGNATURE)

(SUPPORTING NOMINATING MEMBER EMPLOYER)

(AREA CODE) - (TELEPHONE NUMBER) (E-mail Address)

Please Note:

1. Nominations must be received by No-Later than October 1st, 2010
2. Person Nominating and Supporting must be current Members of ORFA
3. Please return to: O.R.F.A. – fax (416) 426-7385 or info@orfa.com alternatively, by mail to:
1 Concorde Gate, Suite 102, Toronto, ON, M3C 3N6