

POLICY:

The purpose of this policy is:

- a) To ensure that the Board of Directors for the Algoma Nurse Practitioner Clinic utilizes fair, reasonable and efficient methods to elect its Chair, Vice-Chair, Secretary and Treasurer and appoint committee members.
- b) To promote the involvement of all Board members by encouraging participation on standing committees.
- c) To detail the process to elect the Chair of the Board,) and to appoint the Chairs of Standing Committees at the first meeting of the Board each year.
- d) To hold the election/selection process at the first meeting of every year.

PROCESS:

At the first meeting of each new year, chaired by the Algoma Nurse Practitioner-Led Clinic NP Lead, as the first order of business, the Board elects:

- a) a Chairperson
- b) a Vice-Chairperson

The NP Lead is responsible to call for nominations from the floor for the position of Chairperson, and to chair the meeting until the Chairperson is elected. Refer to Robert's Rules of Order for procedures used for nominations, elections, and voting.

Nominations for Chair of the Board and Vice Chair

The Secretary to the Board will send a call out for expressions of interest by email for nominations 60 days prior to the first Board meeting of the new year.

A candidate may nominate themselves or another Board member for any position. Seconders are not required. If the number nominated is equal to the number of positions available at hand, then the member(s) will be considered acclaimed. If the number nominated is more than the number of positions available at hand, then a formal election process will be held.

A call for nominations will occur three times.

PROCEDURES:

Call for Nominations

Board Chair/MOH/CEO or
Delegate:

- 1) Call for nomination to the seat at hand.
“*Nominations* are now open for the position of _____. This is the first call.” Any names are written down. “This is the second call for nominations for the position of _____.” New names are noted. “This is the third and final call for nominations for the position of _____.” Final names are recorded. “Nominations are closed for the position of _____.”

- 2) Once nomination call is completed, nominees will be asked if they accept the nomination.
“ _____, you have been nominated for the position of _____ . Do you accept the nomination to stand?” Any nominee that does not accept will have their name removed from the nomination call list.
- 3) If only one is received, that person is acclaimed for the position. If more than one nomination is received, a formal election process will take place. See Election of Board Chair or Board Vice-Chair.

Election of Board Chair

NP Lead or Delegate:

- 1) Read out the names of the candidates in the order they were nominated.
- 2) Each member will have up to two minutes to explain their candidacy platform
- 3) Vote will be conducted by secret ballot. Each board member will write the candidate they are voting for on a piece of paper.

The candidate with the most votes will be ordered, and the seat will be filled.
- 4) In the event of a tie, the other nominees will be dropped from the vote, and a re-ballot will occur with remaining nominees.
- 5) In the event of tie for the seat still exists after a second ballot, the tied members' names will be put into a container and a name drawn out.
- 6) Successful candidate of the election process will be considered appointed to the seat at hand.
- 7) Should no-one be nominated for the position of Board Chair, the process will continue for the remaining positions of the Vice-Chair.

The Vice-Chair would then become the acting Chair until that position is filled formally.

Election of Board Vice-Chair

Elected Board Chair

- 1) Takes charge of the meeting and proceeds with the election of the Vice-Chair.
- 2) Follow same procedure for electing chair.

Selection Procedure for Committee Members

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| Board Chair | 1) Call for names to be submitted of Board members interested in sitting on a specific committee. |
| Board Members | 2) Submit a form with their name or verbally notify the Board Chair and provide any information they believe is pertinent to being selected for a committee. |
| Board Chair and Vice-Chair | 3) Collect completed forms of interested board members and discuss who will be placed on which committee

Members will be placed on one committee to allow for the most possible people to take part.

4) Should there remain any vacancies on the committees, they will be filled by appointment through application to the Chair and serve the remainder of the term of the committee. |