

[GP08] Elections Officer

All aspects of the elections of Directors and Officers will be monitored, controlled, and overseen by an elections officer of the Corporation (EO) appointed by the Board from among the Directors. The Elections Officer reports to the Board.

1. If no Director wishes to assume the duties of the EO, the Board shall appoint an Elections Officer from the Members of the Corporation.
 - (1) The individual appointed must meet the qualifications and responsibilities required by the Corporation's election policies.
2. The Elections Officer will be given authority and responsibility to interpret the remainder of the elections policy and as such, will:
 - (1) Appoint a selection committee of three (3) to five (5) Directors, including the EO as an automatic member, to interview prospective candidates,
 - (1.1) The committee will attend a training session on interviewing techniques administered by the CEO.
 - (1.2) The committee will be available for all candidate interviews.
 - (1.3) The selection committee must unanimously approve all committee recommendations.
 - (1.4) The committee will present the candidate recommendations to the Board for approval.
 - (2) Ensure that a transitional report is provided to their successor prior to the end of the EO's term,
 - (2.1) The report will be presented at the final Board meeting of the Board's term.
 - (2.2) The report will be attached to the minutes as an appendix.
 - (2.3) A digital copy of the report and related materials will be concurrently delivered to the CEO of the corporation.
 - (2.4) Final payment of the academic incentive to the Electoral Officer for services will be made only upon completion of the above provisions.
3. The selection committee will be responsible for monitoring the election process. The selection committee will:
 - (1) Ensure the timely and proper opening and closing of the nomination process for the Director positions,

- (2) Ensure that all candidates meet the qualifying criteria and have demonstrated this to the committee,
 - (2.1) The committee will review and approve all nomination forms.
 - (2.2) All nomination forms will be treated as confidential documentation and will not be discussed or released prior to the close of nominations. Failure to respect confidentiality of this process will result in disciplinary action.
- (3) Investigate any complaints regarding infractions and irregularities with the elections process. The results of the investigation will be reported to the Board.

Approved: 01/25
Reviewed:
Modified: 04/25
