

POLICY/PROCEDURE NUMBER:

**B – 4.1**

DATE: <b>June 15, 2000</b>	SUBJECT: <b>Call for Nominations; Nominee Letter; Ballot</b>
ISSUE: <b>Elections</b>	
REVIEWED: January 2022	PAGES: <b>1 of 4</b>

## **Elections**

1. The Elections process is determined by CHES Bylaws, specifically Bylaw 10.
2. As per Bylaw 10.2, the Nominating Committee Chair shall be appointed by the CHES Board of Directors at the first CHES Board of Directors meeting immediately after an Election.
  - 2.1. As per Bylaw 6.3.2 and Policy B1.5, the appointment by the CHES Board of Directors of the Immediate Past President includes them being the Chair of Nominating Committee and therefore the Election process.
  - 2.2. At the first CHES Board of Directors meeting immediately after an Election (as per Bylaw 10.2, and Policy B1.5) the Immediate Past President shall present to the CHES Board of Directors the names of two other members of the Society to form a Nominating Committee for the election which shall be held two years later.
3. Call for Nominations Process:
  - 3.1. The Nominating Committee chair, shall issue a Call for nominations for CHES Executive positions to satisfy the Bylaw timeline requirements. To satisfy this timeline, the following dates shall be adhered to:
    - 3.1.1. The Call for Nominations must be sent out by email in January of an election year and post on the CHES website using the Call for Nominations format as shown in Appendix A.
    - 3.1.2. One month after the first call for nominations, as second call shall be posted as per 3.1.1.
4. The Nominating Committee shall review all nominations to satisfy the Bylaw timeline requirements. To satisfy this timeline no later than 30 days after the close of nominations the Committee must ensure that:
  - 4.1. Nominee's meet the eligibility requirements set out in the Bylaws.
  - 4.2. That there is at least one nomination per position.
  - 4.3. Where there is not at least one nominee per position, the Nominating Committee shall meet and discuss soliciting eligible members to put their names forward for nomination.
  - 4.4. The Nominating Committee shall contact all eligible nominee's to confirm that they are willing to let their names stand.
    - 4.4.1. Following the closure of the nomination period, eligible Nominees will be informed of all candidates that are approved to run for office.

5. Nominee Communication Process:
  - 5.1. Nominee's who have met the qualifications and agree to let their names stand shall be informed of their nomination by email and following the Letter to Nominee format as shown in Appendix B.
6. Voting Process:
  - 6.1. The Ballot shall be online and shall use the format as shown in Appendix C.

Approved by: \_\_\_\_\_  
President

Date: \_\_\_\_\_

## Appendix A



Dear CHES Members,

We are seeking nominations for the following CHES Board of Directors positions.

- Vice-President
- Treasurer
- Secretary

Only members in the Regular Membership Classification are eligible for office, as well as meeting the Bylaw requirements as below:

### 6.3.3. Eligibility:

**6.3.3.1** To be eligible for office, one must have been a Member in good standing of the Society for a minimum of two years.

**6.3.3.2** To be eligible for the office of President, a member in the Regular Membership classification must have served as the active Vice President of the Board of Directors for at least one term (2 years), except where the term as Vice President has been shorter due to the death or resignation of the President they succeed.

**6.3.3.3** To be eligible for the office of Vice President, a member in the Regular Membership classification must have served for at least 2 years as an active member on either the Board of Directors, National Committee Chair, or Chapter Chair. The Vice President shall assume the duties of the President at the President's request and shall assume the position of President at the end of the President's term of office.

**6.3.3.4** To be eligible for the office of Treasurer, a member in the Regular Membership classification must have served as an active Chapter Board/Committee member or a National Committee member for at least one term (2 years).

**6.3.3.5** To be eligible for the office of Secretary, a member in the Regular Membership classification must have served as an active Chapter Board/Committee member or a National Committee member for at least one term (2 years).

**6.3.3.6** The office of Immediate Past President is fulfilled by the outgoing President after having completed serving their term.

Nominations must be received by **April 30, 20XX** and should be sent by fax or email to:

CHES National Office  
Fax: 613-531-0626  
ches@eventsmgt.com

Name of Current CHES Past President  
Chairman, Nomination & Elections Committee  
Past President, CHES  
Email address for the Current CHES Past President

## Appendix B



1. Dear [name],

Thank you for agreeing to stand for election as **[position]** on the Executive Committee of the Canadian Healthcare Engineering Society. This represents a serious commitment on your part to share your energy and expertise with our association.

The election shall be conducted by online ballot to all members in good standing. If elected, you would assume office at the close of the Annual General Meeting, 20XX. The term of office for this position is 2 years. The first meeting of the new Executive Committee shall take place in September 20XX during the National Conference.

For the election we shall require the following in our office by May 15, 20XX:

- 1) **Letter:** A letter/email confirming your willingness to stand and an indication of whether you will be present for the First Committee Meeting.
- 2) **Biography with Photo:** Some brief information about your background and experience, and a statement, **not** to exceed 100 words, as to why you would make a good member of the Executive Committee of CHES. This should be accompanied by a headshot portrait of yourself.
- 3) **Employer Endorsement:** A letter from your employer acknowledging their support of your time commitment associated with this position.

Send to: CHES National Office  
4 Cataragui Street, Suite 310  
Kingston ON K7K 1Z7  
Canada

Once again, my thanks for your interest in, and commitment to CHES.

Sincerely,

[name]  
*CHES Executive Director*  
*CC. Chair, CHES Nominating Committee*

**CANDIDATE FOR CHES ELECTION 20XX**

**Biographical Information**

**Deadline for return: April 30, 20XX**

*Please type or enter electronically!*

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Employment:** (most recent first)  
*POINT FORM*

**Education, Certification, Professional Activities:**  
*POINT FORM*

**Why would you be a good member of CHES Executive Committee?**  
*NOT TO EXCEED 100 WORDS*

**Biography & Photo:**  
*NOT TO EXCEED 100 WORDS*

**Send to:** CHES National Office  
4 Cataraqui Street, Suite 310  
Kingston ON K7K 1Z7  
Canada

## Appendix C



### Welcome to the 20XX Election of the CHES Officers

[To 20XX Ballot](#) – Hyperlink to ballot page

#### CANDIDATES

##### 20XX – 20XX term

###### **President**

Candidate 1 name  
Information

###### **Vice-President**

Candidate 1 name  
Information

Candidate 2 name  
Information

###### **Treasurer**

Candidate 1 name  
Information

Candidate 2 name  
Information

###### **Secretary**

Candidate 1 name  
Information

Candidate 2 name  
Information

###### **Immediate Past President**

Candidate 1 name  
Information

[To 20XX Ballot](#) – Hyperlink to ballot page

Ballots shall be returned by: July 20xx (at least 2 months prior to the General Meeting – which is generally late September).