

ADMINISTRATIVE PROCEDURE 120

ELECTIONS

Background

To make the process transparent, consistent and in accordance with Robert's Rules of Order. Historically, it has been incumbent upon the Elections Officer to research how the election will be conducted. The Election Officer shall choose their own Election Tellers.

Guidelines and Procedures

1. STAA elections will be held every two years at the Annual General Meeting.
2. The Executive will choose an Elections Officer at the January Executive meeting. The Elections Officer may be a retiring member.
3. Members will be made aware that it is an election year by clear indication on the Notice of the AGM – given with at least 30 days notice to members.
4. The STAA Executive must nominate a slate of officers in accordance with By-Law V, Section 1. The purpose of these nominations is to ensure that there is at least one candidate to stand for each position and ensures the uninterrupted function of the STAA.
5. It should be made clear that nominations from the floor are always welcome.
6. The Elections Officer will appoint two tellers to help him/her. The Tellers, if members, have the right to cast a vote like any other member.
7. The Elections Officer will ensure there is a quorum present before an election can be held.
8. The Elections Officer will read the relevant STAA By-Laws and Robert's Rules of Order that apply.
9. The Elections Officer will hold elections starting with the position of Treasurer, then Vice President, and lastly President.

10. How to conduct the Election:
 - 10.1 The Elections Officer will ask the Executive's nominee for Treasurer: **"Do you accept the nomination for treasurer?"**
 - 10.2 The Elections Officer will then make THREE calls: **"are there any more nominations for Treasurer?"**
 - 10.3 If there are other nominations, the Elections Officer will ask each one: **"Do you accept the nomination for Treasurer?"**
 - 10.4 The Elections Officer will then **"close nominations for Treasurer"**
 - 10.5 If there is only one nomination, the Elections Officer will **"declare the nominee as Treasurer for the STAA."**
 - 10.6 If there is more than one nominee, each nominee will be given an opportunity to speak briefly as to why they would make a good candidate for the respective position.
 - 10.7 Once each candidate has had a chance to speak, the membership will vote by secret ballot. The Elections Officer must ensure the membership clearly knows the identity of each candidate.
 - 10.8 Each member will write the name of who they wish to elect on the ballot and the Elections Tellers will collect the ballots.
 - 10.9 No one is allowed to leave the room during a vote.
 - 10.10 The Election Tellers will collect ballots from all who wish to vote and count them.
 - 10.11 The Elections Tellers will then advise the Elections Officer of the result.
 - 10.12 The Elections Officer will announce the results.
 - 10.13 If there is a tie, the vote will be held until there is no longer a tie.
 - 10.14 The Elections Officer will repeat the same process for the Vice President and President.
 - 10.15 The Elections Officers will call for a motion to destroy the ballots.
A member will make a motion to destroy the ballots.
A "seconder" is required.
"discussion"
"all in favor"
"those opposed"
"carried or defeated"
 - 10.16 If the motion is carried, the Elections Officer will ensure the ballots are destroyed.
 - 10.17 If the motion is defeated, the Elections Officer will preserve the ballots.
 - 10.18 The Elections Officer will instruct his/her Tellers that the results are confidential.

Reference:

Approved: January 2018

Review: January 2020