

New Westminster Seniors Services Task Force (SSTF)

TABLE OFFICER ELECTION PROCESS RATIFIED Sept. 22, 2010

1. Roles

- 1.1 Membership Committee will be responsible for managing Table Office elections process to fill positions.
- 1.2 Membership Committee will seek to amend SSTF Terms of Reference to specify Table Officers must be “senior volunteers (unpaid) SSTF members”.
- 1.3 Consideration of process may involve current Table Officers for continuity and guidance.

2. Nomination Process: February - June

- 2.1 February: Membership Committee announces that elections for Table Officers will be held in June.
- 2.2 April: Membership Committee begins search for nominees, requesting and accepting nominations. They meet with prospective candidates to explain expectations and the election process.
- 2.3 April - May: Nominees submit a short biography to Membership Committee, explaining their interest and qualifications for the role.
- 2.4 June: Elections are held.

3. Election Process: June (full SSTF meeting)

- 3.1. Election process is to be conducted at the full SSTF meeting in June by a staff member of the host agency who is not a SSTF member.
- 3.2 Membership Committee ensures they have written biographies from candidates.
- 3.3 Conduct elections in this order: Chair, Vice-Chair.

N.B. Past-Chairperson is automatically filled by outgoing Chairperson if they choose not to let their name stand for re-election.

- 3.4 Call for nominations from the floor a total of three times, confirming that the nominee is willing to let their name stand, (no seconders are required), then declare nominations closed for that position.

- 3.5 Prior to the voting for that position, offer the candidates an opportunity to speak to the meeting for a maximum of three minutes each about their interest and qualifications for the role.
- 3.6 In the event of ballots being required:
 - a. Must be a secret ballot, which is distributed and scrutinized by the host agency staff member and the Membership Committee Chairperson.
 - b. Results are confidential and only the winner's name is announced.
 - c. Ballots are then destroyed.
- 3.7 In the event that no nominations are received for a position it becomes the responsibility of the incoming Table Officers and the host agency staff SSTF member to agree on an appointee(s) to that position(s). These appointments will be announced at the September Governance and full committee Meetings.