

Manitoba Geocaching Association

Election Policy

This policy describes the procedures to hold an election of Manitoba Geocaching Association (MBGA) Board Members at an Annual General (AGM) or Special General Meeting of the MBGA membership. The MBGA bylaws shall take precedence over this document. References to the MBGA's bylaws are contained within []

Schedule

- The President shall call an election not less than 60 days before the AGM. The AGM shall occur annually before May 31 [14 (b)]
- If the Board of Directors no longer has a quorum due to vacancies, the President shall call a Special General Meeting to elect directors to complete the terms of office. This meeting must be called within forty-five (45) days of the loss of a quorum [3 (g)]
- A call for nominees shall be extended to the membership not less than 30 days before the AGM or Special General Meeting
- Nominations shall be accepted up to 14 days prior to the AGM or Special General Meeting [3 (d) 1]

Nominating Committee

- Nominating Committee eligibility is the same as for Board Membership [3 (b)], [13 (b)]
- The current Board shall endeavor to solicit Nominating Committee members from the general membership
- A minimum of one Board Member should join the Nominating Committee
- The Nominating Committee's duties include the following:
 - Solicit nominations from the membership for election to the Board of Directors
 - Receive nominations
 - Publish the list of nominees
 - Prepare ballots for the AGM or Special General Meeting
 - Compile a list of eligible voting teams
 - Prepare and distribute voting cards or ballots at the AGM or Special General Meeting
 - Provide a voters list form at the AGM or Special General Meeting where voters will add their names and attest they are eligible to vote
 - Count the votes

Communications

- Election announcements and nomination solicitations shall occur via direct e-mail, MBGA web site announcements, MBGA forum posts and word of mouth
- Nominations will be received by the Nominating Committee via e-mail at nomination@mbgeocaching.ca

Board Eligibility

- The Board shall consist of five to twelve Board Members [3 (a)]
- Members must be 18 years of age and over, a Manitoba resident, and a member of the MBGA for at least 30 days to hold a directors position of the MBGA [3 (b)]

Nomination Process

- Nominations may be received via e-mail from a minimum of one eligible voting member. The nomination must include:
 - The nominee's contact info
 - A statement that permission was obtained from the nominee
- An eligible voting member may nominate themselves or another member
- The Nominating Committee shall attempt to confirm the nominee's desire to run before publishing their nomination
- Nominees should include a statement of their qualifications to be published with their nomination. The statement must not exceed 1,000 characters.

- The Nominating Committee shall publish an up to date list of nominees during the nomination period and up the AGM or Special General Meeting
- If there are insufficient nominees to fill the Board positions, a call for nominees from the floor shall occur at the AGM or Special General Meeting [3 (d) 2]

Voting Eligibility

- Voting privileges shall be extended to MBGA members 16 years of age and over and a Manitoba resident. In the case of a team, each eligible member of a team may vote [13 (b)]
- Voters must be members of the MBGA at noon the day before the election.

Eligible Votes

- Each eligible voting member is entitled to one (1) vote on each question at any Annual General or Special General Meeting [14 (i)]
- An eligible voting member, who will be absent from an Annual General or Special General Meeting, may assign a proxy [14 (l)]

Voting Process

- Eligible voters must add their name to the voters list prior to voting at the AGM or Special General Meeting. The voter must include:
 - Their full name
 - Their MBGeocaching.ca team name
 - A confirmation that they are a resident of Manitoba
 - A confirmation that they are 16 years of age and over
 - Their signature
- A proxy must present a letter of authorization from the absent eligible voting member at the AGM or Special General Meeting [14 (m)] The absent eligible voter's name must also be added to the voters list with the proxy signing to attest to the information provided.
- The eligible voter will be provided a card or ballot indicating the number of votes they represent for show-of-hand and ballot voting
- The quorum for any AGM or Special General Meeting shall consist of a minimum of twenty (20) eligible voting members [14 (h)]
- Voting shall be decided by a simple majority of eligible voting members present. Voting shall be by a show of hands, unless a secret ballot is requested by any eligible voting member present. The Chair of the meeting does not vote except in the event of a tie [14 (j)]
- If there are less than or equal to twelve nominees, one vote shall be held for the complete Board
- If there are more than twelve nominees, voting shall be for individual Board Members by secret ballot
- The Nominating Committee shall count votes at the Annual General or Special General Meeting
- Voting results shall be announced at the Annual General or Special General Meeting
- Votes and voting records shall be retained for at least 30 days

New Board Effective Date

- The current Board President shall Chair the AGM or Special General Meeting.
- The entire Board of Directors shall retire at the conclusion of the Annual General Meeting or Special General Meeting where quorum has been met [14 (h)]
- The new Board shall take effect immediately at the conclusion of the AGM or Special General Meeting

Officer Positions

- The newly elected Board of Directors of the MBGA shall hold a meeting within thirty (30) days of the Annual General Meeting to elect officers [3 (e)]
- The Board shall nominate individuals from the Board Members to fill the officer positions of President, Vice-President, Secretary and Treasurer. The officer positions will be decided by a majority vote provided the quorum (minimum 5 directors present) has been met. [4 (b)] and [4 (e)]
- Members of the Board of Directors cannot hold more than one officer position at a time [3 (f)]