

UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

13 Elected Positions

President
 First Vice-President
 Second Vice-President
 Third Vice-President
 Director at Large (5 positions)
 Small Community Representative
 Electoral Area Representative
 Vancouver Metro Area Representative (2 positions)

8 Appointed Positions

Immediate Past President
 Vancouver Representative
 GVRD (Metro Vancouver) Representative
 Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a **Nominating Committee** is appointed to oversee the nomination and election process.

The **Nominating Committee** reviews all nomination documents to verify that nominees meet the qualifications for office. It is not the role of the Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure that nominations are complete and in accordance with policies and procedures.

NOMINATION PROCESS

June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

July 30, 2021 at 4:00 pm

All nominations close. **Nominations will not be accepted off the floor at the virtual 2021 Convention.**

Following the July 30th nominations deadline, the Nominating Committee will review nominees' qualifications and prepare a Report on Nominations. For all qualifying nominees, photos and biographical information received by the nomination deadline will be included in the Report on Nominations.

Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

Since there is no opportunity to run off the floor at Convention, the Report on Nominations will also indicate which candidates are acclaimed and which candidates will be in an election situation.

On-Site at Convention

As noted, nominations will not be accepted off the floor at the virtual 2021 Convention.

Elections will occur in one phase, so there is not the ability to drop down to another category if unsuccessful in securing a VP position.

Candidates running for office, who are not acclaimed, will be provided with an opportunity to upload a 2-minute pre-recorded video that will be shared with delegates in advance of voting for the Executive positions at the Convention. UBCM will reach out to the candidates in advance of Convention to ensure all candidates have the information necessary to complete this process. The parameters for video messages are as follows:

- ✓ Maximum length 2 minutes (time limit strictly adhered to)
- ✓ Shot in landscape format (versus portrait)
- ✓ No testimonials, only the candidate can speak in the video message
- ✓ Shot indoors or outdoors, props permitted
- ✓ The file size needs to be less than 100mb

During the virtual Convention, candidates will not be permitted to use the "Chat" feature to undertake campaigning activities. The chat feature will be monitored by UBCM staff and any campaigning in that feature will be deleted.

Delegates will be advised of the date and time for Executive voting once the Convention Program has been finalized. Only elected officials who are registered delegates for the 2021 UBCM Convention will be permitted to vote, as delegates will be assigned specific voting credentials as part of their convention registration.