

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 Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

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

May/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 31, 2024, at 4pm Pacific Standard Time

Advance nominations close.

APPENDIX C

Following the advance 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 advance nominations deadline will be included in the Report on Nominations. Candidates will also have the option of submitting a 2-minute candidate video message that will be posted on the UBCM website.

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 the candidate has been nominated
- portrait photograph
- biographical information

On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below. 'Off the floor' candidates will also have the opportunity to upload a 2-minute candidate video message to the UBCM website once they have been duly nominated on-site at Convention.

ELECTION PROCESS

Step 1 – Election of Table Officers

WEDNESDAY, SEPTEMBER 18

- 9:20 am Nominating Committee presents the list of advance nominees for Table Officer positions: President, First Vice-President, Second Vice-President, and Third Vice-President.
- 10:25-10:30 am Nominations from the floor for Table Officer (President) positions.
- 2:30-5:00 pm Elections for Table Officer (President) positions (*if there is an election*).

THURSDAY, SEPTEMBER 19

- 8:00-9:00 am Elections continue for Table Officer (President) positions (*if there is an election*).

Step 2 – Election of Remaining Executive Positions

THURSDAY, SEPTEMBER 19

- 8:30 am Nominating Committee presents the list of advance nominees for the remaining Executive positions: Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative.
- 11:40-11:45 am Nominations from the floor for the remaining Executive positions.
- 2:00-5:00 pm Elections for the remaining Executive positions (*if there is an election*).

FRIDAY, SEPTEMBER 20

- 7:30-8:30 am Elections continue for the remaining Executive positions (*if there is an election*).

For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee. Please review the Convention Program for final timing of events.