

Nomination & Election Policy

1. Purpose

The purpose of the Election Policy is to:

- establish a process to identify candidates suitable to run as an officer of the corporation
- to ensure that the largest possible pool of candidates is identified and evaluated
- provide guidance to the nominating committee for candidate selection
- clarify rules for candidate eligibility

2. Scope

This policy applies to the election of officers of the Canadian Institute of Transportation Engineers/Institut Canadien des Ingénieurs en Transports (ITE Canada) as per Bylaw No. 1. Although this policy is established for elections held by ITE Canada, our member Sections and Chapters are encouraged to adopt this policy in whole or in-part for their own elections.

This policy is in conjunction with ARTICLE V - NOMINATION AND ELECTION OF OFFICERS AND INTERNATIONAL DIRECTOR of the ITE Canada (ITE Canada) Board Operating Manual. Where this policy conflicts with the ITE Canada Board Operating Manual, this policy will take precedence.

3. Policy

3.1. Guiding Principles

Attracting high-quality candidates to the ITE Canada Executive Committee is critical to the success of the organization. Executive members provide the skills and leadership that are necessary to guide and manage a vibrant and growing organization. Furthermore, as a nationally incorporated not-for-profit corporation, a significant level of responsibility is bestowed upon Executive members to be not only accountable but have a high degree of integrity. To this end, the ITE Canada Board of Directors (ITE Canada Board), through the actions of the Nominations Committee, seeks qualified candidates who meet these high standards and can provide the additional skills, perspective and diversity that may be needed to face the challenges of the future.

These individuals represent the organization to its members and to the public. The desired qualities and attributes that potential candidates should include:

- a) Being a leader. Having held leadership roles at the chapter, section within ITE Canada and/or having served on or as chair of ITE Canada and ITE committees and task forces is helpful, but it is not a prerequisite for becoming a member of the ITE Canada District Executive. It is, however, important that Executive Committee members have a vision for ITE Canada and be capable of implementing it and other actions of the ITE Canada Board.
- b) Being a good public speaker. Executive Committee members are called upon to officiate and speak at several formal conferences each year where speeches, presentations, introductions, awards, etc. are conducted.
- c) Being capable of running Board meetings. There are typically 3 to 4 formal Board meetings each year and it is vital to use the valuable time of Board members and ITE Canada staff productively.
- d) Having a working knowledge of budgeting. ITE Canada is a business with a staff of 2 and annual expenditures in the \$0.5 M. The Board approves and monitors the ITE Canada budget.
- e) Maintaining a current understanding of the needs of the membership and the near- and long-term issues facing ITE Canada. This is imperative because the Board sets the direction of ITE Canada.
- f) Being capable of prioritizing and working with the membership, International Board of Direction, Executive Committee, key ITE staff and others to professionally and responsibly coordinate and work through issues to successful resolution within a reasonable timeframe and in the best interest of the membership and organization.

While the time commitment varies depending on the role, attendance at twice a month Executive online meetings, at the Annual Conference and one or two weekend meetings per year is required in addition to any other appointed roles.

3.2. Nominations Committee

The Nominations Committee is given the authority by the ITE Canada Board to select suitable candidates. The following outlines the terms of reference for this committee.

3.2.1. Committee Membership

A new Nominations Committee will be struck each year to oversee the nomination and election process for the ITE Canada District Executive Committee.

The Nominations Committee will be comprised of at least the following:

- The District Director who will act as the Chair of the Nominations Committee

- At least two members of the ITE Canada Board who are not serving as Executive Committee members and who do not intend to submit nominations for that year's elections

It will be the discretion of the Nominations Committee Chair to decide whether additional members are required for the Committee.

3.2.2. Number of Nominees

There should be two nominees for Secretary, Treasurer, and International District Director positions. However, if only one nomination is submitted for a given position and the candidate is deemed suitable through the Nomination Review Process, only one nominee may be sufficient. The Nominations Committee Chair shall have the duty to ensure that there are a sufficient number of nominations for all positions.

3.2.3. Nomination Review Process

At the close of nominations, the Nominations Committee Chair will interview each of the suggested candidates to discuss their suitability for the nominated position—including demonstrated involvement with ITE and good standing in the profession—and ensure they are aware of the responsibilities involved. At the completion of the interviews, the Chair will call a meeting of the Nominations Committee to review the nominations including material submitted by the candidates (see Candidate Application Process). Upon review, the Committee will forward recommendations for acceptance of candidacy to the ITE Canada Board for approval.

3.3. Candidate Identification, Eligibility and Petition Process

3.3.1. Candidate Identification

Candidates may be identified by two processes:

1. The Nominations Committee will undertake a general call for nominations that may also include a direct invite to potential candidates
2. If a candidate fails to secure a nomination through the Nominations Committee, they can secure a nomination through a petition process made to the ITE Canada Board of Directors (see section 3.3.4).

3.3.2. Candidate Eligibility

The Nominations Committee will establish eligibility of candidates based on an evaluation of the nominee's suitability for the elected position except in the case of a candidate petition. Valid petitioned candidates must appear on the election ballot regardless of the Nominations Committee recommendations.

Candidates recommended by the Nominations Committee will be identified as such on the candidate profiles and on the election ballot.

In all cases, any candidate for office of ITE Canada must be a member in good standing of ITE and maintain that status throughout their term of office.

3.3.3. Candidate Application Submission

Candidates responding to the general call for nominations must submit a letter to the Nominations Committee Chair on or before the published nomination deadline along with the signature of two ITE members in good standing. The letter should express their interest in running for an Executive position along with a description of their suitability for the position.

3.3.4. Candidate Petition

A candidate for either the Secretary or Treasurer role who has been interviewed by the Nominations Committee but failed to secure a nomination may petition the ITE Canada Board of Directors to have their name included on the ballot. The candidate must submit to the Board via the ITE Canada President a letter stating their intention to have their name added to the ballot, a candidate profile, a photo, and a signed petition following the requirements below. Petitioners will have 30 days after the candidates are announced to submit their petition before the petition period closes. The petition process does not apply to the Vice President, President, or District Director roles.

The candidate petition must be signed by 20 members of ITE who are in good standing, reside in the Canadian District, and who are not sitting ITE Canada Board members. The petition must include the following:

- A statement of petition that reads “*We, the undersigned, wish to have [name of candidate] added to the upcoming ballot for election of [Executive position for which the person wishes run for election]*”
- The petition must include the printed name of each person signing the petition, their signature, and their ITE membership number

The ITE Canada Board will review the petition at either a regular meeting or special meeting of the Board where a decision will be made to include the candidate on the ballot. If approved, the candidate will have their name appear on the ballot but will not be designated as being approved by the Nominations Committee. If the Board declines the petition, the candidate will not be included on the ballot. The Board’s decision is final.

3.4. Election Process

3.4.1. Campaign Activities

Candidates are limited to the following activities with respect to campaign activities:

- ITE Canada will make space available on the corporation’s website to highlight candidate profiles (see Candidate Profiles for more information). Profiles will be listed in alphabetical order by last name and include an endorsement by the Board where appropriate
- Any notification or advertisement of the election by ITE Canada will include a link to the candidate profiles
- ITE Canada may host and moderate opportunities for candidates to reach out and engage with the general membership

3.4.2. Campaign Conduct

The ITE Canada Board recognizes the importance of assisting the membership in making an informed choice in electing the District leadership, and thereby provides guidance on appropriate communication between candidates and members. Professional organizations characteristically rely on the published statements and résumé of experience for each of the candidates for office.

The Chair of the Nominations Committee shall notify all candidates of the campaign conduct requirements. Should a candidate willfully violate any of the procedures outlined, the ITE Canada Board may consider sanctions including disqualification of a candidate.

Elected officials on the Executive Committee, ITE Canada Board and all Section/Chapter Executives will remain impartial and treat all candidates equally. ITE Canada staff will treat the candidates even-handedly regarding exposure in all communication media.

The District, Sections, and Chapters shall treat candidates equally with respect to publishing campaign statements, reading campaign statements at meetings, advertising the campaign, social media and providing opportunities for candidates or supporters to address their membership. Sections/Chapters shall not encourage or allow what could be perceived as lobbying or verbally endorsing any specific candidate at any meeting during the campaign period.

Members shall conduct themselves in a professional manner during the campaign.

Members expressing support for a candidate by mail or electronically shall only do so as an individual. Multiple-member or group endorsements are not allowed. Members shall not actively campaign on behalf of candidates by mail, electronically or in person.

Candidates shall adhere to the following campaign conduct rules:

- Individual websites are prohibited.
- Bulk mailing and direct advertising techniques are not allowed. Bulk mailing for this purpose is defined as mailings of the same enclosures to more than 1 person. Bulk mailing encompasses both postal and electronic mailing.

- One on one personalized email communication is allowed by a candidate or by others on behalf of a candidate, expressing their perspectives (not those of others).
- Candidates may not contact Sections and Chapters for the purpose of advertising or endorsing their candidacy. Additionally, they may not encourage or promote the use of surrogates to campaign on their behalf.
- Candidates may attend District, Section, and Chapter meetings during the time period of their candidacy. Candidates may present on matters unrelated to their candidacy. They cannot present a campaign speech at any meeting. This does not preclude the candidate from carrying out their duties as an officer of a Section/Chapter or retaining a currently-held volunteer position.
- There is to be no malice toward other candidates.

Social Media

There is value in ITE Canada having social media visibility during elections, as long as postings are positive and equitable for both candidates. Toward that end, social media guidelines have been developed to balance social media's influence in the elections process, equal the playing field for all candidates, ensure candidates don't feel obligated to develop a large social media network to run in an election, and avoid the appearance of social media endorsements.

A campaign presence on social media is permitted in accordance with 3.4.1. and the following:

- Candidates may be active and publish information on various social media platforms.
- There shall be no malice toward other candidates and any such postings on social media shall be removed.
- Candidates shall not tag or mention other ITE members in election related social media posts without their permission.
- Candidates may not purchase advertising on any platform or in any print media related to the election.
- Candidates should not share social media posts of others that could be perceived or appear to be an endorsement by others.
- In order to leverage ITE Canada social media networks, one communication per week may be distributed via ITE Canada social media channels and email blasts during the Election Period highlighting the candidates. Candidates will be given equal opportunity to provide content for this communication and content. All communications shall be in final form ready for posting.
- Social media communications shall not tag other organizations.
- Candidates shall not send out friend requests to ITE Canada members on social media networks for the sole purpose of campaigning.

3.4.3. Candidate Profiles

Candidate profiles must include the following information:

- name of candidate that will be used on the election ballot

- a photo of the candidate
- a 400-word or less candidate statement
- optionally, links to social media profile(s)

3.4.4. Ballots

Voting will be conducted by e-ballot in accordance with the ITE Canada *Election Procedure* manual. Arrangements for a write-in ballot can be made upon request. Write-in ballots must be postmarked prior to the close of electronic voting.

Candidates will be listed on the ballot in alphabetical order by last name.

3.4.5. Announcement of Election Results

Election results will be announced once the Chair of the Nominations Committee has certified the vote. Upon certification, the electronic ballots and any other paper ballots will be destroyed. Once announced, the winning candidate will be identified as the *[Executive Position] Elect* until their position has been affirmed at the following Annual General Meeting in accordance with the ITE Canada bylaws.

3.5. Timelines

3.5.1. Primary Election Timeline

The nomination and election process for the Secretary, Treasurer, Vice President, and President positions will adhere to the following timeline with potential exceptions in the years a District Director election is required (see 3.5.2):

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|------------------------------------|---|
| Call for Nominations | April (30 day nomination period) |
| Evaluate Candidates | Early May |
| Recommend and Publicize Candidates | June (at Board meeting). The membership must be advised of the recommended candidates and the petition process no later than July 1 |
| Petition Period Closes | By August 1 |
| Ballot finalized | By first week of September |
| Election Period (two weeks) | Mid-September to October 1 |
| Announcement of winning candidates | By mid-October |

3.5.2. District Director Election Timeline

The nomination and election process for the District Director position will generally adhere to the following timeline.

In the years when there is an election for District Director, the timeline for the District Director election will be followed so that a single election can be held in that year. If there is only one recommended candidate for District Director after the nomination period closes, the timeline for the election can follow the Primary Election timeline (3.5.1).

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| Call for Nominations | March (30 day nomination period) |
| Evaluate Candidates | Early April |
| Recommend and Publicize Candidates | By April 14 |
| Petition Period Closes <i>(for Secretary or Treasurer role only)</i> | By May 14 |
| Ballot finalized | By June 14 |
| Election Period (two weeks) | June/July |
| Announcement of winning candidates | Before ITE Annual Meeting in July/August |

4. History

| Action | Date | Approval | Description of changes |
|-----------|--------------|--|--|
| Amendment | 2026 March 4 | ITE Canada District Board of Directors | Nomination period reduced from 45 to 30 days and timeline for District Director election years revised (3.5); removed petition process for VP, President, DD and clarified petition period to be 30 days (3.3.4); minor text changes |

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|------------|-----------------|--|---|
| Amendment | 2023 December 6 | ITE Canada District Board of Directors | Desired qualities for potential candidates identified (3.1), expanded campaign, conduct, and social media rules (3.4.1 and 3.4.2), timeline added for District Director (3.5) |
| New Policy | 2023 February 1 | ITE Canada District Board of Directors | |

Review Period: 5 years

Due for Review: 2031 March 4