

GOV-15: RMA Board Elections Policy

Date Approved: August 19, 2021

Next Review Date Prior to: August 2023

Purpose: To clarify the process and procedures for the nominations and elections for RMA Board of Directors positions.

- (a) **Policy Statement:** The RMA bylaws outline the composition of the RMA Board of Directors, eligibility requirements for holding a position on the board of directors, position terms, and the process for addressing vacancies mid-term. This policy formalizes the processes the RMA utilizes to support transparent election procedures for RMA board positions, in alignment with the RMA bylaws.

A. Staggered Elections

1. To ensure organizational consistency, the RMA Board of Directors elections are staggered.
2. Elections for the positions of President and Director of Districts 1 and 4 takes place in even-numbered years.
3. Elections for the positions of Vice President and Director of Districts 2, 3, and 5 takes place in odd-numbered years.
4. Elections will follow this process unless a current board member is elected to another RMA board position or resigns their position mid-term.

B. Guidelines for Nominations:

1. The nomination deadline for all available board positions shall be two (2) weeks prior to the start of every fall Convention.
2. A call for nominations for available RMA Board of Director positions will be issued at minimum four (4) weeks prior to the nomination deadline.
3. To be eligible for nominations, a person must meet the eligibility requirements outlined in s. E. 13 of the RMA Bylaws.
4. Interested persons must submit a completed nomination package electronically prior to the nomination deadline in the form prescribed by the Returning Officer. The nomination package must be endorsed by at least two (2) Elected Representatives of Full Members in good standing. Candidates may self nominate.

5. If there are no nominations received prior to the nomination deadline for a specific board position, nominations from the floor at Convention will be accepted.
6. A current board member at the end of their term can submit a nomination package for the position of President or Vice President and can remain eligible to run for their District Director position as well if they desire.
 - a. The current board member would be required to submit two nomination packages: one for the position of President or Vice President and a second for their District Director position.
 - b. If the current board member is successful in the President or Vice President election, their nomination for District Director will be rescinded.
 - c. If the current board member is not successful in the President or Vice President election, their nomination for District Director positions will still be in effect.
7. A current board member that is mid-term (i.e., one (1) year into a two (2) year term) can submit a nomination package for the position of President or Vice President without resigning from their board director position. In this case, members of their district will be informed and given one (1) week to submit a completed nomination electronically in the form prescribed by the Returning Officer. The nomination package must be endorsed by at least two (2) Elected Representatives of Full Members in good standing. Candidates may self nominate.
 - a. If the current board member is successful in the President or Vice President Election, an election for the newly vacant position will take place. The successful candidate will fulfill the remaining term of the newly vacant position.
 - b. If the current board member is not successful in the President or Vice President Election, the board member will remain in their current Director, President, or Vice President position and no election will take place. All individuals who submitted nominations will be advised by the Returning Officer.

C. Election of Directors

1. Each candidate must have two nominators who will have a combined two (2) minutes to speak to the nomination. The candidate must accept the nomination. In the event that a candidate self nominates, they and the other nominator will have a combined two (2) minutes to speak to the nomination.
2. Each candidate has five minutes to speak to the membership.
3. RMA full members shall elect, by a clear majority (50% plus one), a President for a term of two (2) years that alternates with the two (2) year term of the Vice President. This term shall commence at the conclusion of the convention at which he/she is elected, and shall, unless sooner vacated, terminate at the conclusion of the fall Convention two (2) years hence.
4. RMA full members shall elect, by a clear majority (50% plus one), a Vice President for a term of two (2) years that alternates with the current two (2) year term of President. This term shall

commence at the conclusion of the Convention at which he/she is elected, and shall, unless sooner vacated, terminate at the conclusion of the convention two (2) years hence.

5. The District Directors are elected with a clear majority (50% plus one) for a term of two (2) years, unless they are elected mid-term in which case, that individual will serve the remaining term of the position.
 - a. Each District shall meet as required to elect its representative Director and report the same to the Association.
 - b. The results of the District Director election must be reported to the association prior to the final day of the Convention.

D. Voting Eligibility and Requirements

1. For the positions of President and Vice President, all elected officials from RMA full member municipalities are eligible to vote.
2. For the positions of District Director, only elected officials from RMA full member municipalities that are located within the District in which the elected is taking place are eligible to vote.
3. All voting for RMA Board of Director positions shall be conducted via secret ballot. This may include the use of electronic voting or paper ballot.
4. A clear majority is fifty percent plus one (50% plus 1) for the election of all Board of Director positions.
5. In the case that there are three (3) or more candidates and a clear majority is not reached, the candidate with the lowest percentage of votes will drop off the ballot. Another vote will take place with the remaining candidates until one candidate receives a clear majority.
6. In the event of a 50/50 tie, the Returning Officer or Deputy Returning Officer will facilitate a random draw of the candidates. The chosen candidate will assume the Board position.

E. Duties of the Returning Officer

1. The RMA's Board shall designate RMA's Director of Corporate Services or designate to serve as the "Returning Officer" who shall be responsible for the fair and proper conduct of elections.
2. Responsibilities of the Returning Officer include:
 - a. Verify that the election proceeds in accordance with this policy and address any concerns or objections.
 - b. Receiving and reviewing candidate nomination packages to ensure they fulfill the requirements to be eligible as stated in RMA Bylaws and this policy.

- c. In consultation with the RMA Credentials Committee, verify the credentials of voting members, if required.
- d. Facilitating the President and Vice President election process.
- e. The Returning Officer will appoint Deputy Returning Officers to facilitate District Elections.
- f. Oversee the District Director election process. This will include working with RMA staff, Deputy Returning Officers, and Alberta Rural Municipal Administrators Association (ARMAA) scrutineers before the election to clarify election roles and responsibilities.
- g. District Elections shall be facilitated by the Deputy Returning Officer. As needed, the Returning Officer will provide support for District Elections.