

ALBERTA CRICKET COUNCIL



ELECTION POLICY

LAST UPDATED: October 15th, 2021

PREAMBLE

1. The Alberta Cricket Council's ("ACC") Election Policy lays out a clear and transparent process that dictates the methodology and steps for conducting elections for any position on the ACC's Board or Committee.
2. The ACC believes that free & transparent elections are the cornerstone for any organizations success and hence each member has the right to know the process of how these elections are conducted so that they may also have confidence in the elected executives of the organization.

DEFINITIONS

3. "Members" – ACC's Full and Associate Members as per the current bylaws.
4. "Voting Members" – Representatives and delegates of the Leagues, Associations and Clubs considered Full and Associate Members of the ACC, present and voting at a general meeting of the ACC as per the current bylaws.
5. "Meeting Chairperson" – Individual chosen to chair a general meeting of the ACC as per the current bylaws of the ACC.
6. "Committee" – For the purpose of this policy refers to the Election Committee and its members duly appointed.

ROLE AND APPOINTMENT OF ELECTION COMMITTEE

7. **Role of Election Committee:** The principal role of Members of the Election Committee is to ensure the election process is followed and there are no discrepancies that need to be addressed.
8. **Composition and Appointment:** The Election Committee will be made up of two (2) individuals and cannot have both members of the same district association. If possible, the ACC shall look for volunteers from outside the cricketing community to conduct the elections as members of the Election Committee.
9. **Qualification:** The ACC's Board of Directors when appointing individuals to the Election Committee shall only consider candidates who:
 - a. Are Canadian citizen or permanent resident;
 - b. Are residents of the province of Alberta;
 - c. Hold a professional designation or a graduate degree in any discipline;

10. Have previously served on the board of a not-for-profit or society other than the ACC duly registered and operating in the province of Alberta.
11. **Nomination:** Any member of the ACC may submit nominations for the Election Committee by completing and submitting the Nomination Form (Election Committee) (*Appendix A*) via an email sent to the Secretary of the ACC at management@albertacricketcouncil.com. Nominations must be submitted no later than fourteen (14) days prior to the general meeting at which the elections are to be conducted or as per deadlines communicated by the ACC.
12. **Appointment and Term:** Once a nomination is received, the ACC's Secretary shall contact the nominee via email and have them complete the Nominee Form (Election Committee) (*Appendix B*). The completed Nominee Forms will be submitted for review by the ACC's Board of Directors no later than seven (7) days prior to the general meeting at which the elections are to be conducted or as per deadlines communicated by the ACC. The Board will then review the nominations and pick the two candidate best suited for the role of Election Committee Member. The Board may also chose two "standby candidates" should the first two candidates become unavailable to attend the ACC's general meeting for any reason. Successful candidates and standby candidates will be contacted via email by the Secretary of the ACC no later than three (3) days prior to the meeting at which the elections are to be conducted or as per deadlines communicated by the ACC. Election Committee Members are exempt from an obligation to sign the ACC's Board and Committee Members Statement of Covenant (*Appendix E*). The Secretary shall also provide the Election Committee members with the following information:
 - d. A list of the ACC's Current Executive Committee and Board Members.
 - e. A list of the ACC's Current Full and Associate Members along with a breakdown of votes allocated to each member.
 - f. A list of board and committee positions up for elections at the upcoming general meeting.
 - g. A list of candidates and their completed Candidate Forms (*Appendix D*) for each position up for election at the upcoming general meeting.
13. Election Committee members shall serve in this role for a period of one (1) calender year unless extended by the ACC's Board of Directors. In case a member is not avaiable to attend a general meeting where elections are to be conducted, the BOD will request one of the standby candidates to assist with the elections.
14. In case neither the Election Committee members or the standby candidates are available at the meeting; the following individuals will serve as stand-ins in their place in the order provided:
 - h. The ACC's Current President
 - i. The ACC's Current Vice-President
 - j. The ACC's Current Treasurer
 - k. The ACC's Current Secretary
15. Each stand-in must swear the following decleration prior to the election:

I, [INDIVIDUAL'S NAME], do solemnly swear that I:

- i. Shall perform my duties as the Election Committee Member to the best of my knowledge and ability.*
- ii. Shall remain objective and unbiased during the entire selection process and afterwards.*
- iii. Shall immediately inform the ACC's Board of Directors if I am approached by any individual or organization with a request to give preferential treatment to any candidate(s) over others.*

CANDIDATE NOMINATION PROCESS

16. The ACC shall post a list of board and committee positions up for elections at an upcoming general meeting via its website and social media platforms at least six (6) weeks prior to the meeting or as per deadlines communicated by the ACC.
17. Any member of the ACC can nominate candidate(s) for election to a position posted. Candidates must be:
 - a. A Canadian Citizen or permanent resident of Canada.
 - b. A resident of the province of Alberta.
 - c. Be qualified to serve in the position nominated for as per the requirements provided in the ACC's bylaws and policies.
18. Nominations must be submitted via an email sent to the Secretary of the ACC at management@albertacricketcouncil.com no later than four (4) weeks prior to the general meeting at which the elections are to be conducted or as per deadlines communicated by the ACC. The email must include the completed Candidate Nomination Form (Appendix C).
19. The ACC Secretary would then contact all the the nominees via email and ask them to complete and submit the Candidate Form (Appendix D) no later than three (3) weeks prior to the general meeting at which the elections are to be conducted or as per deadlines communicated by the ACC.
20. A list of Candidates will be posted to the ACC's website or social media page two (2) weeks prior to the general meeting at which the elections are to be conducted or as per deadlines communicated by the ACC.
21. Only in the case where no nominations are received for a specific position prior to the elections. The Members of the ACC may accept nominations on the floor of the meeting. Nominations must be presented by a Member and seconded by another Member to be accepted.

ELECTION PROCESS

22. Elections will begin as per the agenda prescribed for the general meeting. Details of each step shall be recorded in the Minutes of the Meeting.
23. The Meeting Chairperson shall introduce the individuals that shall serve as Members of the Election Committee to the ACC's Members and provide them with the Attendance Sheet for the meeting.
24. The Election Committee shall then read out the following information for the Members:
 - l. A list of board and committee positions up for elections at the general meeting.
 - m. A list of candidates for each position up for election at the general meeting.

The Committee may also request a verbal acceptance from each candidate for their nomination. Any candidate not present at the meeting (in-person or virtually) shall not be considered for election.

25. Members shall then be given time, as allocated by the Election Committee, to ask questions and get answers from the Candidates. Questions shall be directed at the Committee and not the Candidate. The Election Committee has the right to deem any question(s) as inappropriate should they choose to. Candidates have the right to refuse to answer a question if they chose to do so.
26. At the end of this allotted time, the Election Committee may ask for a break, up to a maximum of thirty (30) minutes to prepare for the next steps in the elections process.
27. Once the Election Committee is ready to conduct the elections, they may ask Voting Members to move forward and identify themselves for the Committee; the Committee may also ask for a Government issued I.D. to be presented by the Voting Members should they choose to do so. Any Voting Member who does not produce identification when requested may be excluded from the voting process at the discretion of the Committee.
28. The Committee shall then call out the first board or committee position up for election.
29. The Committee shall then call out the first candidate for the position and request the Voting Members to vote "in favor" of the candidate. The Committee shall note the number of votes and proceed to call out the next candidates name for the same position. No Member is allowed to vote for two candidates for the same board or committee position. This step will repeat until all candidates have been called and votes in favor of each candidate are recorded by the Committee.
30. The Committee shall then repeat steps in Section 18 & 19 until the voting for all board and committee positions have been completed. They will then tally all the votes and present the list of candidates and votes received to the Meeting Chairperson.
31. The Meeting Chairperson shall then announce the names of successful candidates and relieve the Elections Committee of their duties for that meeting.
32. In case of elections of a new Executive Board, the transition of authorities happen immediately, and the new Board has the power to conduct the remainder of the meeting.
33. All newly elected Board and Committee members must sign the ACC's Board and Committee Members Statement of Covenant (Appendix E) prior to taking charge of their position. The signed copy of this statement shall be kept as part of the ACC's records by the Secretary of the ACC.

APPEALS

34. A member of the ACC has the right to appeal the results of an election pursuant to the ACC's Appeal Policy and as per the "Ground of Appeal" laid out in that policy.

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APPENDIX A – NOMINATION FORM (ELECTION COMMITTEE)

Member's Full Name: Enter your First and Last Name
League/Association Affiliated with: Enter the name of your League or Association
Member's Email Address: Enter your Email Address

Nominee's Full Name: Enter the Nominee's First and Last Name
Nominee's Email Address: Enter the Nominee's Email Address
Nominee's Phone Number: Enter the Nominee's Phone Number

Declaration:

I, Enter your First and Last Name, do solemnly declare that Enter the Nominee's First and Last Name is:

- A Canadian Citizen or permanent resident of Canada.
- A resident of the province of Alberta.
- Holds a professional designation or a graduate degree.
- Has previously served on the board of a not-for-profit or society other than the ACC duly registered and operating in the province of Alberta.

Date: Enter Today's Date

Once completed, please save the form and submit via email to management@albertacricketcouncil.com

ALBERTA CRICKET COUNCIL



APPENDIX A – NOMINATION FORM (ELECTION COMMITTEE)

Full Name: Enter First and Last Name
Email Address: Enter Email Address
Phone Number: Enter Phone Number
Professional Designation or Education: Enter Professional Designation or Education
Not-for-Profit or Society Previously Served: Enter Name of NFP or Society

Declaration:

I, Enter your First and Last Name, do solemnly declare that, I:

- Am a Canadian Citizen or permanent resident of Canada.
- Am a resident of the province of Alberta.
- Shall perform my duties as the Election Committee Member to the best of my knowledge and ability.
- Shall remain objective and unbiased during the entire selection process and afterwards.
- Shall immediately inform the ACC's Board of Directors if I am approached by any individual or organization with a request to give preferential treatment to any candidate(s) over others.
- Shall make a reasonable effort to attend general meetings of the ACC during the length of my term.

Date: Enter Today's Date

Once completed, please save the form and submit via email to management@albertacricketcouncil.com

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APPENDIX C – CANDIDATE NOMINATION FORM

Member's Full Name: Enter your First and Last Name
League/Association Affiliated with: Enter the name of your League or Association
Member's Email Address: Enter your Email Address

Nominee's Full Name: Enter the Nominee's First and Last Name
Nominee's Email Address: Enter the Nominee's Email Address
Nominee's Phone Number: Enter the Nominee's Phone Number
Position Nominated For: Enter the Board or Committee Position

Declaration:

I, Enter your First and Last Name, do solemnly declare that Enter the Nominee's First and Last Name is:

- A Canadian Citizen or permanent resident of Canada.
- A resident of the province of Alberta.

Date: Enter Today's Date

Once completed, please save the form and submit via email to management@albertacricketcouncil.com

ALBERTA CRICKET COUNCIL



APPENDIX D – CANDIDATE FORM

Full Name: Enter First and Last Name
Email Address: Enter Email Address
Phone Number: Enter Phone Number
Position Nominated For: Enter the Board or Committee Position

Declaration:

I, Enter your First and Last Name, do solemnly declare that, I:

- Am a Canadian Citizen or permanent resident of Canada.
- Am a resident of the province of Alberta.
- Understand the responsibilities of the position I am nominated for.
- Shall perform my duties as the ACC's Board or Committee Member to the best of my knowledge and ability.
- Shall remain objective and unbiased during the entire election process and afterwards.
- Shall immediately inform the ACC's Board of Directors if I am approached by any individual or organization with a request to give preferential treatment to any Member(s) over others.
- Shall make a reasonable effort to attend general meetings of the ACC during the length of my term.
- Shall respect the wishes of the ACC's Members and Board at all times. In the case where the Members or Board chooses to remove me from my position, pursuant to the bylaws of the ACC, I would immediately step down.
- Shall hand over all documentation and records related to the ACC and its Members to the duly elected Executives of the ACC at the end of my term.

Date: Enter Today's Date

Once completed, please save the form and submit via email to management@albertacricketcouncil.com

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APPENDIX E – BOARD/COMMITTEE MEMBER STATEMENT OF COVENANT

As a board or committee member of Alberta Cricket Council (“ACC”), I, _____, understand that my duties and responsibilities include the following:

1. **I am morally responsible** for the health and well-being of this organization. As a member of the board/committee, I have pledged myself to help realize the ACC’s mission, which is: *“To develop, promote and foster the sport of Cricket, in the Province of Alberta, through a legacy built on, Inclusiveness and Transparency”*
2. **I am fiscally responsible**, with the other board/committee members, for this organization. It is my duty to know what our budget is, to be active in planning that budget, and planning and executing the fundraising efforts to meet that budget.
3. **I am legally responsible**, along with other board/committee members, for this organization.
 - a. I am responsible to know and approve the bylaws, policies and programs, and to oversee the implementation these bylaws, policies and programs.
 - b. I will attend all board/committee meetings unless circumstances beyond my control prevent my attendance, and I will be available for home consultation if needed.
 - c. I will read materials sent to me in advance of the board/committee meetings.
 - d. I understand that if I am absent without excuse from scheduled board/committee meetings more than 3 times in a year that I will be asked to resign from the board.
 - e. I know that if I neglect my duties or if I act in bad faith, it may be possible for me to be held liable in suits brought by the organization itself. However I am cannot be held personally liable for debts and liabilities of the organization to others. As per Section 21 of the Alberta Society Act (RSA 1980 cS-18 s17) *“No member of a society is, in the member’s individual capacity, liable for a debt or liability of the society”*.
4. I will work to raise money for the ACC, in whatever ways are best suited for me. These may include individual solicitation, applying for grants, helping with special events, writing mail appeals and the like. There is no set amount of money that I must raise because I am making a good-faith agreement to do my best, and bring in as much money as I can.
5. If I am not able to meet my obligations as a board or committee member or am removed pursuant to the bylaws of the ACC, I will offer my resignation.

6. At the end of my term, I shall hand over all records and documentation related to the ACC and its Members to the duly elected Board and Committee Members without delay.
7. I will act with the care and loyalty required of board/committee members, and put the interests of the organization first. I will observe the organization's conflict-of-interest policy in letter and spirit, taking care to disclose publicly any conflicts that arise in the course of my business or the organization's, and to recuse myself from decisions that create or appear to create a conflict of interest for me.
8. I promise to preserve the investment of time and money made over years by all the donors and volunteers who created this organization and brought it to this point. Every board/committee member is making a statement of faith to carry out the above agreements to the best of our ability, each in our own way, with knowledge, approval, and support of all.

In its turn, ACC is responsible to me in a number of ways:

1. I will be sent, without request, regular financial reports that allow me to review ACC's financial position.
2. I can call on the other Board and Committee Members to discuss program and policy, goals, and objectives.
3. Board members and staff will respond in a straightforward and thorough fashion to any questions I have that I feel are necessary to carry out my fiscal, legal, or moral responsibilities to this organization.

Signature of Board/Committee Member

Date

For board term beginning _____ and ending _____.