



**Royal Astronomical Society of Canada (RASC)
Halifax Centre**

Dedicated to the Advancement of Astronomy and Allied Sciences

G6: Procedures Regarding Nominations, Elections & Appointments

(Adopted October 19, 2018; Revised September 3, 2024)

Background:

The RASC Halifax Centre Board of Directors recognizes and embraces the benefits of diversity in Board members and encourages their participation.

The RASC Halifax Centre adopted By-Law No. 1 in February 2017 in which the requirements for nomination and election are stipulated but their processes are not fully described. The Position Descriptions do provide the qualifications required for each elected position on the Board and for the appointed positions.

The Board of Directors oversees the nomination and election process whereas the Nominating Committee makes the recommendations for election and appointment in accordance with By-Law No. 1. The Nominating Committee Chair and its members are established in January of each year.

All discussions and deliberations by the Nominating Committee, and all information gathered by them, shall be held in strict confidence, to be disclosed only as necessary to make the recommendations required by the committee. Personal opinions about a candidate or incumbent will be disclosed only in such a way that the identity of the individual proffering the opinion is not reasonably discernible.

Rationale:

The RASC Halifax Centre's Board of Directors nomination and election cycles have been completed by Halifax Centre Council prior to January 2018 and since then by the Centre's Board of Directors. A document outlining the detailed process was needed.

By-Law No. 1 does provide guidance regarding some of the timelines, such as call for nominations, notice of elections, and voting as they related to elected Board members, but none is provided for appointed positions. However, the procedures for nominations, elections and appointments with the recommended timelines will provide guidance to the Board of Directors and to the Nominating Committee.

Nomination Procedures for Officers, Directors and Appointed Positions:

The following general schedule of events will be coordinated each year by the Nominating Committee with the approval of the RASC Halifax Centre Board of Directors. This may be modified by the Committee to take into account the scheduling of the Annual General Meeting (AGM) and other events as necessary. The Chair of the Nominating Committee must provide reports to the Board upon request regarding nominations for each office and appointed position.

- **September**
 - The Nominating Committee canvasses current board members and appointed positions to determine the expected number of vacancies and the required skill set associated with those vacancies.
 - The Nominating Committee shall call for nominations.

- A general call for nominations must be made by the Chairperson of the September Members' Meetings
- The call for nominations via the Announce List on behalf of the Nominating Committee shall be made by the Secretary with the reminder of meeting.
- **October**
 - A general call for nominations must be made by the Chairperson of the October Members' Meetings
 - The call for nominations via the Announce List on behalf of the Nominating Committee shall be made by the Secretary with the reminders of the October meeting.
- **November – No less than 30 days prior to the AGM**
 - List of Candidates for each elected office, each position of director and each appointed position must be presented to the Secretary of the Centre for distribution to the Board of Directors for approval.
 - The initial Close of Nominations deadline is determined by the Nominating Committee.
 - Nominations must be received by the Chair no later than the normal close of business on this date.
 - Nominations received by email, mail, phone, petition or other communication method are conditional until subsequent acceptance of such appointment by the nominee.
 - General call for nominations with the notification of the deadline for receipt of a nomination shall be made by the Chairperson of the November Members' meeting.
 - General call for nominations with the notification of the deadline for receipt of a nomination shall be made through the Announce List by the Secretary with the reminder of Members' meeting and the AGM.
- **November/December – No less than 20 days before the AGM**
 - The Board Nominations Publication deadline is the date on which Candidate information from all confirmed candidates to the Board and appointed positions to date is published by the Nominating Committee for distribution to the membership through Centre publications and web site, and by the Secretary through the Announce List.

Election of Officers and Directors

- **December – At the AGM**
 - The President opens nominations by calling for any additional nominations for elected officers and directors from the floor before the voting process.
 - Nominations for successive offices are in the order listed in Bylaw #1.
 - Nominations must be seconded.
 - The nominee will be asked if they accept the nomination and will be added to the list only if they respond in the affirmative.
 - There is a call three times for more nominations. If no other nominations are forthcoming, the chair declares nominations closed.
 - Elections:
 - After the close of nominations, the election is held according to Bylaw #1, subsections *7.4 Election of Officers & Directors* and *9.1 Annual General Meeting*.

- Where there is more than one nomination for an elected officer or for each position of director, voting is conducted by ballot.
- Two scrutineers shall be selected at random from the audience by the Chair of the Annual General Meeting (AGM).
- If quorum is lost, those offices not yet elected must be postponed until the next Members' Meeting.
- Acclamations:
 - When the number of candidates nominated and confirmed to run for the Board is equal to the number of open positions, then the confirmed Candidates are deemed elected by acclamation.
- The Secretary records the Nominating Committee's report in the minutes first then lists all nominations from the floor.

Appointed Position Process

- **December – At the AGM**

- The President opens nominations by calling for any additional nominations for appointed positions from the floor before the voting process.
- Nominations must be seconded.
- The nominee will be asked if they accept the nomination and will be added to the list only if they respond in the affirmative.
- There is a call three times for more nominations.

Requirements After the AGM

- **January**

- Registry of Joint Stock Companies shall be notified of the list of members in the Board of Directors within 14 days of the election. (*Halifax Centre Bylaw #1, Subsection 7.4, Article 7.4.5*)
- The Nominating Committee Chair and member(s) established in January.
- Nominees for appointed positions are appointed by the newly elected Board of Directors by motion to approve the appointments at the Board's first meeting in January.
- Results of the election and appointment processes are made available to members
 - at the January Members' Meeting,
 - through the Halifax Centre Announce List, website and other means appropriate as determined by the Board, and
 - in the Jan/Feb edition of Nova Notes.
- The Secretary records the outcome of the election and appointment process in the Board of Director minutes and states when each term ends.
- If any elected or appointed position(s) remain(s) or become(s) vacant, they will be filled by the Board of Directors as per the RASC Halifax Centre By-Law No. 1.

Appointment Procedures for Board Vacancies & Appointed Positions:

The following will be coordinated as needed by the Nominating Committee.

When an elected position becomes vacant for any reason, the Board may fill the position according to the RASC Halifax Centre By-Law No. 1.

When an appointed position becomes vacant for any reason, the Board may fill the position according to the following process:

- Expressions of interest should be solicited from all members of the Centre
- Interested members should notify the Chair of the Nominating Committee of their interest in being considered a Candidate for a specific position
- The Chair of the Nominating Committee shall discuss the position description with each Candidate to allow the Candidate to make an informed decision on their continuance as a Candidate.
- The nomination will be brought forward to the Board of Directors for approval of appointment.

Linkages to the Election and Appointment Process:

In cases where vacancies of an elected position occur less than 90 days prior to a normally scheduled election, the Board may opt at its sole discretion to permit such a vacancy until the regularly scheduled election.

The Board may opt at its sole discretion to permit a vacancy of an appointed position to remain open until the Board's next regular meeting or until a time specified by the Board.

Due consideration should be given to unsuccessful Candidates from a prior election. However, such Candidates do not enjoy any special right to obtain a seat on the Board or to hold an appointed position.