

HPAC/ACVL PRD 205 - Election of Directors

Date of Issue: 24 November, 2002

Purpose of this Policy and Regulatory Directive

Defines the procedures to be used for the election of members to the HPAC Board of Directors (BoD)

in a general election

in a by-election

(A) Procedure for the Election of Directors (General Election)

1. The Business Manager will normally act as election supervisor. In the event that the Business Manager wishes to stand as a candidate for the Board of Directors, the BoD will appoint another individual to serve as election supervisor, and the Business Manager commits to stepping down from the BM job in the event that he/she is elected.
2. The election supervisor will publish a call for candidates from those regions holding elections (in both AIR Magazine and Sur Vol, by email to the various HPAC lists, and on the HPAC/ACVL website). The supervisor shall specify a date by which time submission of candidate's names will be concluded. All names received by that date will constitute the candidates for election to the HPAC/ACVL Board of Directors.
3. Members may nominate themselves, or be nominated by another member (in this case, the nominee must confirm that he/she accepts the nomination). Nominations need not be seconded.
4. Candidates will submit a brief statement explaining their interest in standing for the Board of Directors to the election supervisor. These will be published in AIR Magazine, in Sur Vol, and on the HPAC/ACVL website.
5. If there is only one candidate at the end of the time period set for the submission of names, that person shall be named to the BoD by Acclamation, and no further voting need be conducted.
6. The election supervisor will prepare a ballot and disseminate it to the membership along with the date for the close of voting for the election. One of the choices on it must be Abstain.

7. HPAC/ACVL members in those regions holding elections will be eligible to vote for one candidate from his or her geographic region (as determined by the members address registered with HPAC/ACVL).
8. Votes in a general election will be cast either online via the HPAC/ACVL website, by a mail-in ballot, by email, or by fax. Votes will be counted ONLY if received before the close of the voting period.
9. There will be no proxy voting - members will submit their own ballot.
10. The election supervisor will tabulate the vote, will notify the HPAC/ACVL President of the election result, and confirm that the election has been completed according to the required procedures.

(B) Procedures for a By-Election

By-elections shall be conduct in the following manner:

1. The Business Manager in consultation with the President (who may, in turn, wish to consult with the Board of Directors) will appoint an Election Supervisor, from the region when possible, to run an election.
2. The national magazines and web site need not be involved in the call for candidates. All current HPAC/ACVL members of the region will be notified by methods of the Supervisor's choice; otherwise same as A2.
3. Same as A3.
4. At the Supervisor's discretion, candidates may submit a brief statement, or a discussion forum may be held.
5. Same as A5.
6. Same as A6.
7. Same as A7.
8. Votes in a by-election will be cast, at the Supervisor's discretion, by any combination of the following methods: by secret ballot at a regular or

special meeting of the regional association (where there is one), by open voting (if none of the members of the voting body wish the ballot to be secret), online via the HPAC/ACVL or regional organization's web site, mail-in ballot, e-mail, or fax. Votes will be counted only if received before the close of the voting period.

9. Same as A9.

10. Same as A10.