

BRIEFING NOTE

TO: Board

FROM: Fazal Khan, Registrar, CEO

DATE: December 5 and 6, 2022

SUBJECT: Executive Committee Elections

☐ For Decision

☒ For Information

☐ Monitoring Report

Purpose:

To provide the board with direction regarding the procedure which governs the election of the Executive Committee, as set out in the COO By-laws.

Background:

Executive Committee Composition

Pursuant to Article 10.1 of the by-laws, the Executive Committee of the COO is composed of five individuals: the Chair, the Vice-Chair, and three additional Directors.

The Executive Committee must consist of three Elected Directors and two Public Directors.

Election of the Executive Committee

The general procedure for electing Executive Committee members is set out in Article 9 of the COO By-laws. The process can be summarized as follows:

1. The meeting must be chaired by a neutral party:
2. Each candidate must be nominated and seconded
3. The election must be conducted by secret ballot:
4. The successful candidate must obtain a majority vote
5. The elections must take place in the following order:
 - i. Chair
 - ii. Vice-Chair
 - iii. Remaining three positions, in no particular order

Sarah Butson will be the neutral party overseeing the Election. The elections will take place using confidential and anonymous polls on zoom. In the event that someone is unable to vote using zoom, the party in question will be able to email their vote to Sarah Butson. In the event of a tie, Sarah will write the names on paper and pull the names out of a hat to break the tie.

Eligibility for the Executive Committee

All directors (current or incoming) who submit an expression of interest at least 14 days before the Board meeting are eligible for nomination for election to the Executive Committee.

In the event that no director is eligible for nomination (because no one has submitted an expression of interest for a position), the neutral meeting chair may open the floor to nominations of any other director or incoming director.

The Chair may serve a maximum of two consecutive one-year terms.