

1.15 VOTING AND ELECTIONS AT GENERAL MEETINGS**INTENT:**

The purpose of Annual General and Special LICA meetings is to provide a forum for information, discussion, and decision-making for LICA's members, and to hold elections as required.

1.15.1 DIRECTIVES:

- 1.15.1.1** As set out in the Bylaws, an Annual General Meeting (AGM) will be held in each calendar year at a date and location selected by the Board. Special General Meetings may be called by the Board or upon the written request of at least 20 members in good standing.
- 1.15.1.2** Quorum for the AGM is the members present. Quorum for a Special General Meeting is 20 members in good standing plus 10 Board Directors.
- 1.15.1.3** Decisions at General or Special meetings will be made by Board Directors and members in good standing.
- 1.15.1.4** Decisions at General and Special meetings will be made by simple majority vote, except for a vote to expel a member or to amend Bylaws, which require a 75% majority as specified in the Bylaws.
- 1.15.1.5** Non-member stakeholders and interested parties, including employees/contractors, are welcome to attend the AGM and to participate in discussion, but are not eligible to vote.

1.15.2 IMPLEMENTATION:

- 1.15.2.1** Individuals, corporations, and organizations who wish to vote at General or Special meetings must fill out a membership form and pay any required fees prior to the meeting being called to order.
- 1.15.2.2** Each individual, corporation, or organization must sign-in and provide proof of membership before being allowed to vote.
- 1.15.2.3** Five Representatives will be elected to the Board at the AGM for a two-year term: three in odd-numbered years and two in even-numbered years.
- 1.15.2.4** Nominations for sector endorsed Board positions must be submitted to the LICA office 10 business days before the AGM.
- 1.15.2.5** Nominations for the elected community seats may be submitted to the LICA office in advance of the AGM. Nominations will also be accepted from the floor.

Review Dates: April 2, 2009; June 26, 2017; April 16, 2018; May 27, 2020; April 24, 2023

Approval Dates: September 7, 2017; May 10, 2018; June 17, 2020; April 27, 2023

- 1.15.2.6** Nominees must agree to stand for election; this may be in person or in writing if the nominee will not be at the AGM.
- 1.15.2.7** At the beginning of the election process, the meeting will be chaired by the Executive Director.
- 1.15.2.8** Nominees will have the opportunity to address the membership.
- 1.15.2.9** Elections for the endorsed Board positions will be held first, followed by the Community positions.
- 1.15.2.10** If there are only as many candidates as there are positions available, the Chair will declare the candidates acclaimed.
- 1.15.2.11** If there are more candidates than positions, election will be by secret vote.
- 1.15.2.12** The Executive Director will appoint at least two non-voting individuals to distribute, collect and count votes. The Executive Director will report the results.
- 1.15.2.13** If there is a tie between two or more candidates, the Executive Director will eliminate any non-tied candidates, and a second vote will be called upon. If there is still a tie, the names of the remaining candidates will be randomly selected until the required positions are filled.
- 1.15.2.14** The Executive Director will call for a motion to destroy the votes and return the meeting to the Board Chair.

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