



Drumheller & District Chamber of Commerce

Board of Directors Nomination and Election Policy

Approved: 06-19-2025

1. Introduction

The Drumheller & District Chamber of Commerce (Chamber) is committed to ensuring a transparent, fair, and inclusive process for nominating and electing Directors to its Board. This policy outlines the procedures and criteria for nominations, elections, and the responsibilities of the nominating committee.

The Chamber's bylaws (approved April 9, 2025) reference the number of Directors and Officers on the Board and require that they be elected at the Annual General Meeting (AGM), held within the first quarter of the calendar year (Article 4, section 18). All Directors, including Officers are elected for a one-year term (Article 5, section 29) and can serve up to six (6) consecutive terms (Article 5, section 30).

The bylaws require that the President, Vice President and Secretary-Treasurer and eight (8) other Directors are elected by the members by an ordinary resolution at the Annual General Meeting of the members in each year (Article 5, section 27).

When mid-term vacancies on the Board occur, the same nomination and election process will apply, except as stipulated in the bylaws (Article 5, section 32 & 33).

2. Nominating Committee

- **Composition:** The Chamber Board of Directors shall appoint the members of the committee (Article 5, section 46) by November 30 annually. The nominating committee shall consist of three members, including two (2) current Directors, one of who will be Chairperson, and a past member of the Chamber Board of Directors. The committee shall be dissolved automatically at the completion of a successful election.
- **Responsibilities:** The committee is responsible for soliciting nominations, vetting candidates, and presenting a slate of nominees to the Chamber Board of Directors and membership.

3. Nomination Process

- **Call for Nominations:** The nominating committee in collaboration with the Executive Director will issue a call for nominations at least 60 days before the Annual General Meeting. This will be communicated through email, the Chamber's website, and social media channels.

- **Director Eligibility:** Nominees must be individuals and members of the Chamber, who have paid their annual membership dues by January 31 (Article 5, section 28). Nominees must be members of the Chamber for at least one year. Nominees shall not be an individual elected to hold public office.
- **Officer Eligibility:** To be eligible for the position of Officer (President, Vice President or Secretary-Treasurer), nominees must satisfy all eligibility requirements of Director eligibility above and have at least one (1) year experience on the Board.
- **Submission:** Nominations must be submitted in writing, including a completed nomination form with the signature of the nominee and two (2) nominators, who must also be Chamber members but cannot be any member of the Nominating Committee. Nominations shall be submitted at least 30 days before the AGM.

4. Recommending Candidates

- **Review:** The nominating committee will work with the Executive Director to review all nominations to ensure candidates meet the eligibility criteria and possess the necessary skills and experience desired by the Board.

5. Election Process

- **Slate of Nominees:** The nominating committee will present in writing a slate of nominees to the Chamber Board of Directors and membership at least 14 days before the Annual General Meeting. If there are more candidates than positions available, there will be an election at the Annual General Meeting. If there are only enough candidates to fill the available positions, the candidates will be deemed acclaimed through a motion at the Annual General Meeting.
- **Contested Officer Positions:** Candidates for contested Officer positions will be invited to simultaneously stand for election as a Director-at-large. Candidates who accept this invitation will appear on the ballot both as a candidate for the Officer position (President, Vice President or Secretary-Treasurer) and further down as a candidate for Director-at-large. Such a candidate would be elected as a Director-at-large, only if they are not elected to the Officer position but receive enough Director-at-large votes to win an open Director-at-large position.
- **Form of Ballot:** The ballot will list names of candidates alphabetically by last name for the Officer positions (President, Vice President and Secretary-Treasurer) followed by a list of candidates for the Director-at-large positions. Incumbents seeking re-election will be identified as such on the ballot.
- **Voting:** Voting will be conducted via secret ballot at the Annual General Meeting.
- **Scrutineers:** The Chamber President will appoint three (3) election scrutineers, one of whom shall be a representative of the Chamber's auditors. The scrutineers will receive and count the ballots and report the election results.

- **Results:** Election results will be announced at the Annual General Meeting or a special meeting convened for this purpose. The nominees with the highest number of votes required to fill the vacancies will be elected. In the event of a tie, the scrutineers shall draw lots to determine a winner. The total number of votes for each nominee will be kept confidential.

6. Term and Responsibilities

- **Term:** Directors are elected for a one-year term (Article 5, section 29), with the possibility of re-election to a maximum of six (6) consecutive terms (Article 5, section 30). While Directors are elected annually, a 3-year commitment is requested. Any Directors elected to the Board for their 1st year would automatically be added to the slate of nominees in their 2nd and 3rd years.
- **Responsibilities:** Directors are expected to attend monthly Board meetings, participate in Chamber events, and contribute to the strategic direction and governance of the Chamber.

7. Confidentiality and Transparency

- **Confidentiality:** The nominating committee must maintain confidentiality throughout the nomination and election process.
- **Transparency:** The Chamber will ensure transparency by providing regular updates to the membership and declaring election results at the Annual General Meeting.

8. Amendments

This policy may be amended by a majority vote of the Board of Directors.