The Canadian Association of Journalists
L'Association Canadienne des Journalistes

ELECTIONS, BY-ELECTIONS AND APPOINTMENTS POLICY

Policy Intent
The purpose of this policy is to set forth guidelines and procedures ensuring the fair and transparent election and/or appointment of directors within the CAJ. This policy sets out the process for conducting annual general elections, by-elections and/or appointments.

Policy responsibility
CAJ Board

Policy

1. **Eligibility & Nominee Qualifications**
   - 1.1. Any voting member in good standing of the Corporation may be nominated for election or appointment as a director.
   - 1.2. Nominees must live in the region in Canada which they will be representing, which is defined as spending all or a majority of one's time in the region, regardless of how or where income is earned.
   - 1.3. Nominees must be of age of majority in the province in which they reside.
   - 1.4. Nominees must not be in a state of bankruptcy.
   - 1.5. Nominees must submit an application outlining specific information related to qualifications, as set out by the nomination committee.
   - 1.6. Nominations will be reviewed and approved by the nomination committee to ensure they fit the needs of the organization.
   - 1.7. Any nominees who do not pass eligibility or vetting will be advised of the nomination committee's decision in writing.
   - 1.8. Nominees must be willing to agree to and abide by all applicable CAJ governance and bylaws set out for the role of directors.

2. **Seats and Term**
   - 2.1. Through the Regions Policy, the board of directors shall determine the needs of the organization and set out an appropriate number of director seats to conduct its business, within the parameters set out in the bylaws.
   - 2.2. Directors shall be elected for a term of two (2) years.
   - 2.3. Directors shall be elected on a rotating basis with half of directors elected each year, as follows:
     - 2.3.1. Directors in regions outlined in Section 1.1 of the Regions Policy ending in odd numbers shall be elected in years ending in odd numbers;

2.3.2. Directors in regions outlined in Section 1.1 of the Regions Policy ending in even numbers shall be elected in years ending in even numbers;
2.3.3. In a case where directors are to be elected for unset regions, as per section 2.1 of the Regions Policy, the cycle of election shall be based on when the seat first became available to be filled.
2.3.4. The director seats available to be filled each year shall be announced as part of the call for nomination of the "annual general election," outlined in section 4.1.

3. CRO

3.1. The CRO is chosen from directors who are not up for election, at the first board meeting following the AGM.
3.2. The CRO works with staff to complete the election process.
3.3. The CRO, alongside the board of directors, will ensure the security of the voting system and guarantee that voting members are only submitting one ballot.

4. Election Process

4.1. Call for Nomination

4.1.1. The call for nominations for the annual general election will be in March of each year.
4.1.2. A call for nominations will be made on all approved communication channels, and shall include:
4.1.2.1. The number of seats to be filled and in which regions;
4.1.2.2. The election date and end of voting period;
4.1.2.3. The campaigning guidelines;
4.1.2.4. Notification that candidates must agree to follow this policy; and
4.1.2.5. Instructions on nomination.

4.2. Nomination Period

4.2.1. Nominations for directors shall be open for a two (2) week period, allowing nominations to be submitted in writing or electronically.
4.2.2. The nomination and election shall take place prior to the Annual General Meeting
4.2.3. All nominations received will be reviewed and vetted by the Nomination Committee to ensure they meet eligibility criteria and needs of the organization.

4.3. Campaign

4.3.1. A campaign period will be announced on all approved communication channels and shall be open for two (2) weeks.
4.3.2. The campaign period will begin up two (2) days after the nomination period is over.
4.3.3. Candidates can campaign freely as long as they comply with the law and requirements set out in this policy and the by-laws.

4.3.4. Campaign materials refer to any items or content used to promote the election of a candidate. The campaign materials must not:
- 4.3.4.1. include false or misleading information;
- 4.3.4.2. use CAJ copyrighted materials;
- 4.3.4.3. be used to spam voting members;
- 4.3.4.4. Include negative or false information about the opposing candidates.

4.4. Voting Process

4.4.1. The voting process will take place through a ballot distributed electronically to all voting members.

4.4.2. Voting members have five (5) days to complete their vote.

5. Acclamation

5.1. If only one person is nominated per available seat, they will be declared the winner(s) by acclamation. There will be no formal voting process.

6. Results

6.1. The CRO shall review the electronic ballot results within forty eight (48) hours of the closing time of the vote.

6.1.1. In the event of a tie, a vote will be conducted amongst the board of directors to assign the position to one of the candidates.

6.2. Candidates will be notified of the results within 48 hours of the CRO's review.

6.2.1. The winning candidate will be required to accept the results of the election/acclamation prior to results being shared with the board of directors (if not already shared in a tie situation), CAJ members, or the public.

- 6.2.1.1. Should the winning candidate decline to accept the role, the candidate in second place will be offered the role.

6.2.2. Any appeal of the results, whether by election or acclamation shall follow the rules set out in section 10 of this policy.

6.3. The board of directors will be notified of the results twenty four (24) hours after the appeal timeframe has passed, if not already shared in a tie situation.

6.4. The results shall be announced to the members and the public forty eight (48) hours after the results have been shared with the board

6.4.1. The results will be announced through all CAJ communication channels and email.

7. Ratification

7.1. All elections made, whether by election or acclamation, shall be ratified at the following annual general meeting.

8. By-elections

8.1. A by-election shall be declared as needed.

8.2. The by-election process follows the guidelines set forth in this policy, except for the timeframe
8.3. A by-election can be called by the board of directors in one of three scenarios:
8.3.1. A seat from the annual general election remains unfilled;
8.3.2. A seat remains vacant after a by-election; or
8.3.3. A seat becomes vacant before the term ends and if the vacancy occurs more than four (4) months before the next annual general election.

9. Misconduct and Complaints

9.1. The CRO is responsible for investigating and making decisions regarding any election misconduct complaint.
9.2. A complaint must be emailed to the the CRO and include:
9.2.1. name of complainant;
9.2.2. Details of the misconduct and which policy they are alleging was violated
9.3. The CRO has forty eight (48) hours to make a decision and notify the complainant, candidate, and the Board members
9.3.1. The decision along with the evidence must be provided by email
9.4. Misconduct, includes but is not limited to:
9.4.1. Including false or information about oneself or others;
9.4.2. harassing or encouraging harassing voters and opposing candidates;
9.4.3. violation of relevant, policy, or by-laws; and
9.4.4. any actions that the CRO or Board may consider inappropriate.

10. Appeal

10.1. A one (1) week appeal period begins when the results are announced to the candidates.
10.2. Candidates may request an appeal under the following circumstances:
10.2.1. To request a recount.
10.2.1.1. If the results vary, the CRO must notify the Board within twenty four (24) hours after the recount.
10.2.2. An allegation is made that the CRO made an error or conducted fraudulent activity as it pertains to the election process.
10.3. An appeal is made as follows:
10.3.1. To the CRO, in the case of a request for recount
10.3.2. To the current president, in the case of an allegation of error or misconduct by the CRO

11. Appointments

11.1. In a case where no candidate is nominated for a director seat, whether during an annual general election or during a by-election, a willing member that meets the necessary criteria, as outlined within this policy and the *Regions Policy*, can be appointed by the elected directors of the organization as a director-at-large,

to fulfill the role of director for that region until the following annual general meeting.

Related References, Policies, Procedures and Forms:
This Policy References:
Regions Policy
This Policy is Referenced by:
Regions Policy
Forms and documents:
None
Policy History:
Original Approval Date: Mar 13, 2025
Last Review Date: Mar 2025
Review by Date: Mar 2026