



THUNDER BAY'S YOUNG  
PROFESSIONALS NETWORK

# **NOMINATION PACKAGE**

# **SHIFT BOARD OF DIRECTORS**

# **2019-2022**

Please submit this package to the SHIFT office or to [info@shiftnetwork.ca](mailto:info@shiftnetwork.ca) no later than NOON on Thursday April 4<sup>th</sup>, 2019.

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## **Important Dates**

<b>Date</b>	<b>Item</b>
Thursday March 8 <sup>th</sup>	Nominations Commence
Thursday April 4 <sup>th</sup>	Nominations Close
Tuesday, April 16 <sup>th</sup>	Official Candidate List to be posted on <a href="http://shiftnetwork.ca">shiftnetwork.ca</a>
Tuesday, May 7 <sup>th</sup>	Campaigning Closes
Tuesday, May 14 <sup>th</sup>	Election Day (Annual General Meeting)
Wednesday, May 22 <sup>nd</sup>	First unofficial SHIFT Board of Directors meeting (required to attend if elected)
June 2019 to June 2022	Term of Office

# **BOARD OF DIRECTOR'S GENERAL RESPONSIBILITIES**

## **THE BOARD OF DIRECTORS**

The Board of Directors is elected and/or appointed to conduct the affairs of the organization. The Board of Directors is empowered to set and approve policy for the organization in the best interest of SHIFT and its membership.

The Constitution, By-laws, Job Descriptions and Policies & Procedures are established and documented for the purpose of conducting the affairs of SHIFT. A board manual shall be distributed to each board member and this will provide information on the existing Constitution, By-laws, Policies and Procedures, Operating Budgets and Job Descriptions for the organization.

## **GENERAL RESPONSIBILITIES OF A BOARD OF DIRECTOR TRUSTEESHIP**

Board members are responsible for the organization's image and services provided. As a board member, you have a duty to make decisions and represent the organization honestly, in good faith and in the best interest of SHIFT. These shall be reviewed annually to ensure they reflect and offer the best possible programs and services for the members.

## **FINANCIAL MANAGEMENT**

Board members shall approve budgets and spend funds on programs that represent the membership's priorities and needs. Services and programs offered by SHIFT shall be reviewed annually to ensure they reflect and offer the best possible programs and services for the members.

A policy exists for authorizing expenditures and budget controls to ensure adequate monitoring of the finances of SHIFT.

## **PROGRAM PLANNING & EVALUATION**

The Board of Directors shall be responsible to allocate membership fees on programs and services for the membership. Goals of the Board shall reflect the needs of the SHIFT membership and be implemented into the annual operating budgets.

## **COMMUNICATION**

As a board member, you shall communicate with the Board and members regularly when establishing goals, pursuing issues and planning future programs which will affect the members.

## **IN YOUR ROLE AS A BOARD MEMBER FOR SHIFT, YOU ARE RESPONSIBLE FOR:**

1. Ongoing evaluation of SHIFT programs, services and their effectiveness.
2. Conduct the affairs of SHIFT through the development and approval of new policies, policy changes, constitution, by- laws and job descriptions.
3. In conducting the affairs of SHIFT, recognize where policy setting & evaluations end and that the day to day operations are the responsibility of SHIFT employee(s).
4. Maintenance of the financial security and integrity of SHIFT.
5. Regular assessment of the Board's performance and current appointed committees of the Board.

6. Attend the Annual Board and Staff Retreat, typically, scheduled in the summer months.

**IN YOUR INDIVIDUAL CAPACITY AS A BOARD MEMBER, YOUR GENERAL RESPONSIBILITIES SHALL BE:**

1. To have a commitment to and understanding of the purpose, policies and programs of SHIFT.
2. To represent SHIFT in the community.
3. To be an active and committed participant.
4. To attend and be involved at board meetings by asking questions, discussing issues, participating in the decision making and exercising initiative, influence or change as per the Board & Committee Meeting Attendance Policy 3.1.
5. To know and understand the roles, responsibilities and lines of authority and communication between the Board and staff.
6. To be informed about the background of issues in order to discuss them responsibly.
7. To be regular and punctual at all board meetings. If you are unable to attend, give adequate notice.
8. To maintain Board business and confidentiality.
9. To be responsible to maintain total confidentiality of any In Camera sessions of the Board of Directors. Breach of confidentiality will be grounds for dismissal of the board member.
10. To adhere to policies and procedures of SHIFT.
11. To keep informed on activities of SHIFT and the Board of Directors.
12. To recognize the distinction between your authority as an individual board member of SHIFT and the Board of Directors.
13. To understand the authority of an individual board member is limited to their job description. When the Board speaks, it speaks as a corporate body through motions, policies and decisions of the entire Board. Once a decision is made by the Board, members must reflect the views of the Board and not their individual views.
14. To understand that Board Members are encouraged to make themselves available to participate in and/or distribute tickets for activities not directly related to their position such as focus groups, SHIFT sponsored events, activities and special committees.

**IN YOUR ROLE AS A BOARD MEMBER YOU WILL ADHERE TO THE FOLLOWING CODE OF CONDUCT:**

1. As a member of the Board, a higher standard of conduct is expected.
2. In all business dealings whether in relation to each other, staff or community contacts, are expected to deal in a professional manner while representing the Board.
3. Represent the interests of all members of SHIFT, and not favour special interests inside or outside the organization.
4. Act respectfully towards all members of SHIFT, the Board of Directors, and community in accordance with the ideals of the SHIFT adopted Respect Campaign.
5. Be accountable for your actions and not violate the trust placed in you by those who elected you.
6. Focus efforts on the goals of the organization and not personal agendas.
7. Not use the organization for personal advantage or the advantage of friends or supporters.

# ELECTION POLICY

## Definitions:

<b>AGM</b>	Annual General Meeting
<b>Candidate</b>	SHIFT Member official registered for AGM Election
<b>CRO</b>	Chief Returning Officer
<b>Director</b>	SHIFT Board of Directors member Election Team CRO, Intern, & registered volunteers
<b>Membership</b>	All registered SHIFT Members
<b>Scrutineer</b>	SHIFT Member appointed to monitor ballot counting process

1. Positions
  - 1.1 The SHIFT Board of Directors shall consist of twelve (12) elected positions. (reference section 2.0 Job Descriptions for more information)
  - 1.2 A Director term is three (3) years.
  - 1.3 Annual elections shall be held prior the SHIFT Annual General Meeting (AGM) for available positions.
  - 1.4 The SHIFT Intern & Past President positions are Ex-Officio Members of the Board and thus are excluded from this Election Policy.
2. Eligibility
  - 2.1 A SHIFT Member in good standing who has followed the nominations process as outlined in section 4.0 of this policy.
3. Chief Returning Officer
  - 3.1 The Chief Returning Officer (CRO) shall be held by the Past President position. In the absence of a Past President, the Board of Directors may appoint another person to serve in the capacity of the Chief Returning Officer.
  - 3.2 The primary responsibility of the CRO is to ensure the election is fair, effective, and free from encumbrance. The CRO must operate with complete independence and non-partisanship.
  - 3.3 Administer the election with the assistance of SHIFT Staff and volunteers if required (Election Team). All Election Team volunteers must be SHIFT Members and documented as part of the Election Team with the CRO.
  - 3.4 Direct the Election Team and election process.
  - 3.5 Ensure that the election regulations are enforced.
  - 3.6 Inform the Membership that a vote is being held, explaining how to exercise the right to vote and generating interest in the campaign.
  - 3.7 Information from the nomination package will be disseminated to the membership to vote on.
  - 3.8 Respond to requests for information from members and candidates.
  - 3.9 Decide on the measures to take following infractions of the election and campaign regulations.
  - 3.10 Ensure that the voting system is set up at the SHIFT Office prior to the AGM for a minimum of one (1) day and is monitored by CRO, or member of Election Committee. These

votes will be counted with the general election results.

3.11 At any time during the election, a candidate who has a complaint must put the complaint in writing and it should be signed by two witnesses. A candidate who wishes to address a decision or action taken by the CRO must make an appointment with the CRO. At this meeting, reasonable steps will be taken to resolve the issue.

#### 4. Nomination Process

4.1 Three (3) months prior to the AGM, a call for nominations must be made through the SHIFT Facebook Account & Membership Email. This communication should direct interested Members to visit an Election section of the SHIFT Website and/or to contact the CRO for more information. The Election section of the Website will share with interested Members the Job Descriptions of Directors and the process and timeline for nominations.

4.2 Two (2) months prior to the AGM, another call for nominations must be made through the SHIFT Facebook Account & Membership Email. This communication should include a deadline date for submission of the Nomination Form for interested Members and direct Members to the Election section of the SHIFT Website.

#### 4.3 Nomination Form Requirements

4.3.1 Candidate Name

4.3.2 SHIFT Membership length (paid SHIFT member/ SHIFT involvement)

4.3.3 Employment

4.3.4 Why they choose to live in Thunder Bay

4.3.5 Platform (what they can bring to SHIFT)

4.4 CRO to review all submissions and confirm with candidates their successful nomination.

4.5 One (1) month prior to the AGM, the election is to be included with the general marketing of the event. Candidate profiles are to be posted on the SHIFT Website and linked to from Facebook & Membership Email. The voting process will launch one (1) week after nominations close and voting will be open to one (1) week after launch of voting process.

#### 5. Voting

5.1 Only SHIFT Members in good standing are eligible to vote.

5.2 The biographies from election candidates are to be listed online and are to be voted on.

5.3 Candidates will be listed on the ballot in alphabetical order by their last name.

5.4 Online voting will be allowed. The CRO will set up and conduct the online ballot. These votes will be counted with the general election results.

5.5 A SHIFT Member may vote for a maximum of the vacant positions being campaigned for.

5.6 Any member wishing to cast a vote by proxy can do so by writing who will cast their ballot for them and signing that they are giving their ballot to said member to cast on their behalf. The CRO is to be notified that this person will be acting as proxy prior to voting deadline.

#### 6. Ballots

6.1 Any ballot shall be spoiled if:

6.1.1 The ballot is not initiated by the CRO or designate of the Election Team

6.1.2 The ballot has more votes cast for candidates than vacant positions available

6.1.3 The ballot is illegible

- 6.2 Shall be counted in a private location in the presence of the full Election Team and one (1) scrutineer for each candidate if requested.
- 6.3 Each candidate may appoint one scrutineer to be present at the counting of the ballots. The CRO must be advised in writing, prior to the AGM, the desire of a candidate to have a scrutineer.
- 6.4 A scrutineer must be an active SHIFT Member.
- 6.5 While the counting of the ballots is in process, scrutineers are required to remain in the room until completion of the ballot count. Scrutineers must maintain confidentiality of the election results until official election results are announced by the CRO.
- 6.6 A scrutineer cannot be a voting member of the SHIFT Board of Directors
- 6.7 The CRO, Election Committee and Scrutineers are permitted to scrutinize the individual ballots. Once the ballot counting has begun, no person can leave, or enter the room until the CRO determines the count to be finalized.
7. Campaigning
  - 7.1 Campaigning shall be defined as an activity that promotes a candidate, either verbally, written, electronically, public display of materials in or around the community, or gatherings which are intended for the purposes of public assembly.
  - 7.2 Campaigning must cease not less than twenty four hours prior to the opening of the polls at the AGM.
  - 7.3 All campaigning shall be carried out in good taste and should not slander, or attempt to defame other candidates. Slander, libel, unethical, and campaigning which is in violation of the Ontario Human Rights Code and SHIFT values, policies, and procedures are forbidden and are grounds for disqualification.
8. Dispute Resolution
  - 8.1 Any disputes arising out of an election shall be ruled upon by the CRO. The Ontario Elections Act may be used as a reference in settling disputes.
  - 8.2 The CRO will rule on any disputes arising during the election process and their decision will be final.
9. Tie Breaker
  - 9.1 The election ballots will be re-counted to ensure complete accuracy. In the event of a tie, the Chief Returning Officer conducts a lottery to determine the winner, then casts the deciding vote in that candidate's favour.
  - 9.2 The lottery will be completed by placing a ballot for each candidate into an empty ballot box. The Chief Returning Officer will draw one ballot from the ballot box. This will be done in the presence of two additional witnesses. The name drawn will be determined as the elected candidate for the position and the Chief Returning Officer will then include this ballot as part of the official election results.
10. Appeal Process
  - 10.1 The CRO will make final decisions on disputes arising during the campaign period and their decision will be final. If a candidate contests the results, it is suggested that a recount be scheduled.



10.2 A candidate wishing to appeal the election is required to submit their appeal in writing, setting out the basis of the disagreement and submit it to the CRO & current SHIFT President within three (3) business days following the Election.

10.3 The CRO & President will forward the appeal to the Board of Directors and a hearing will be held within ten (10) business days at an emergency meeting of the Board of Directors.

10.4 The final decision of the current Board of Directors will be binding.

11. Term of Office

11.1 The term of office for those elected at the AGM will take effect at the next scheduled Board of Directors meeting with the approval of the election results.

**NO NOMINATIONS WILL BE ACCEPTED LATER THAN 12:00 NOON ON Thursday, April 4<sup>th</sup>, 2019**

## POTENTIAL CANDIDATE'S INFORMATION

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Name

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Address

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Phone Number

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Email Address

I have read and agree to all of the information found within this Nomination Package including:

- Important Dates
- Photo Release
- Election Policy

I understand that successful candidates & elected Directors must abide by the aforementioned information.

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Signature

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Date

**PHOTO RELEASE FORM**

I, \_\_\_\_\_ (print full name) hereby authorize  
SHIFT Thunder Bay’s Young Professional’s Network Inc., or anyone authorized by SHIFT to use my  
photograph for promotional purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## POTENTIAL CANDIDATE'S PLATFORM

The information in your platform will be used for SHIFT marketing purposes including, but not limited to the SHIFT website, event posters, projection screen at AGM, information at polling stations, and social media (Facebook, Instagram, Twitter, YouTube, LinkedIn). Please proof read your copy as it will be published exactly as you submit it. If you are submitting your nomination package in person to the SHIFT Office, please email your photo and your platform in a text format to [info@shiftnetwork.ca](mailto:info@shiftnetwork.ca)

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Full Name

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SHIFT Membership Length

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Place of Employment

Why do you choose to live in Thunder Bay? (maximum 300 words)

Platform (what skills/experiences can you bring to SHIFT? Why are you running?) (maximum 500 words)