

Rotary Club of Richmond Hill

ELECTION 2019-20 RULES, REGULATIONS AND PROCEDURES

Rules, Regulations and Procedures for the upcoming elections to elect the Rotary Club of Richmond Hill Board for the term 2019-2020:

1 RCRH Election 2018 Announcement

- 1.1 This notice is addressed to all the members of the Rotary Club of Richmond Hill who are eligible voters and contestants in the scheduled RCRH Election 2018.
- 1.2 Members of the **satellite club** are not eligible to vote for this process, as their members chooses their own structure through their own process and guidelines as adopted by their membership.
- 1.3 RCRH Election 2018 (Called " Election" hereinafter) are being held to elect the RCRH Board for the term 2019-2020 in accordance with the relevant provisions in the RCRH By-laws & RCRH Election of Board document as adopted by the Club membership Jan 15th, 2018.
- 1.4 RCRH Election to elect the RCRH Board for the term 2019-2020 will be held during General Body Meeting on **Dec 3rd 2018** at the Sheraton Parkway Hotel Richmond Hill during the regular Monday meeting. Ballot casting will be held at 6:45 until 7:15 pm. For complete details of the General Body Meeting programme, please refer to 'General Body Meeting Agenda' announced by the coordinator of the Club on **Nov 26th 2018**.
- 1.5 The Election will be held for the following positions in accordance with Articles 4 of the Election of Board document.
 - 1.5.1 President Elect One (1)
 - 1.5.2 Secretary One (1)
 - 1.5.3 Treasurer One (1)
 - 1.5.4 Community Service Director One (1)
 - 1.5.5 Vocational Service Director One (1)
 - 1.5.6 Club Service Director One (1)
 - 1.5.7 International Director One (1)
 - 1.5.8 Youth Service Director One (1)
 - 1.5.9 Additional Directorships/Chairs – Will be created by N & G Committee
 - 1.5.10 (Foundation, Public Relation, Membership), members encourage to nominate their names

2 Election Committee

- 2.1 The Election will be conducted, finalized and declared by members of N & G RCRH (Election Committee)
- 2.2 The Election Committee shall comprise of three members including its chair referred to as Election Commissioner and two members referred to as Members.
 - 2.2.1 Election Commissioner President or Secretary
 - 2.2.2 Member Member of N&G RCRH member
 - 2.2.3 Member Member of N&G RCRH member

- 2.3 The members of the Election committee shall be chosen by the Election Commissioner

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3 Candidate Definition/Qualification

3.1 Nominee must be a Rotarian in Good Standing with the Club, further reference may be made with as defined in Article 6 – (Board Qualification) of the Election of Board document Jan 15th, 2018.

3.2 Good Standing of Members require that they should have no outstanding dues to the Club and meets the expectation of Rotary Obligations and duties.

3.3 A candidate must fill out the Nomination Form Proposed and seconded by Members in Good Standing.

4 Nomination Form

4.1 The requirements in the Nomination form stipulates that a member willing to be a candidate for Election as an office bearer must first be nominated by a member and seconded by one other member.

4.2 Nomination form is being presented on **Nov 5th 2018** to all members via email as enclosure of this notification and being made available on the Rotary Club of Richmond Hill website <https://portal.clubrunner.ca/1149/>

4.3 Nomination forms shall be submitted via email to reach Election Commissioner, latest by 11:59 pm on **Nov 19th 2018**. The last date for withdrawal of a Nomination is **Nov 23rd 2018**.

4.4 Withdrawal information must be made through the Candidate's email address and sent to the Election Commissioner.

5 Voter Eligibility

5.1 Every member of the Main Club of Rotary Club of Richmond who is of good standing with the Club on or before **Oct 31st 2018** is eligible and has the right to cast the vote.

6 General Rules and Guidelines

6.1 The Election Commissioner will announce the names of eligible candidates/ contestants of the office bearers on **Nov 26th 2018**. (**The General Body meeting**)

6.2 Candidates are supposed to send their profiles (Maximum one page in 12 font size) including a brief Introduction and their Plans for RCRH, together with their nomination forms. The profile should be written in positive language and should only focus on the candidate and his vision and programme.

6.3 Brief introduction of eligible contestants shall be published on RCRH web site for the viewing of club members.

6.4 Members are requested to attend the General Body Meeting in time and cast their votes on the Election Day personally. Proxy voting shall not be allowed. Balloting shall be done during the allotted time only i.e. between 6:45 pm and 7:15 pm.

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6.5 Canvassing at the Election Premises shall cease with the commencement of the voting process.

6.6 After the votes have been cast they will be counted immediately by the Election Committee with the help of suitable number of volunteers as required.

6.7 Upon completion of the Election and counting of votes, the names of successful candidates will be announced in the General Body Meeting followed by the oath taking by the Election Commissioner.

6.8 RCRH website and RCRH Social group platforms shall not be used for canvassing purpose.

6.9 The current RCRH board shall not use RCRH resources in promoting any candidate either in individual or in collective capacity.

Schedule of Events

Events	Dead Line	Action By
Release Nomination Form	Nov 5th 2018	Election Coordinator
Submit Nominations to Commissioner (By Email only)	Nov 19th 2018	Candidates
Withdraw Nomination (through E mail)	Nov 23th 2018	Candidates
Candidates & Voters eligibility of Good Standing	Oct 31st 2018	Candidates
Release Preliminary list of Candidates	Nov 26th 2018	Election Commissioner
General Body Meeting and Election detailed notification	Nov 26th 2018	Election Coordinator
Election of Office Bearers 2018-19	Dec 3rd 2018	Election Committee
Oath Taking Ceremony of Office Bearers 2018-19	Dec 3rd 2018	Election Commissioner

Schedule of the operation plan for Election of Office bearers 2019-20

Items	Action By	Dead Line
Update Election of Board Document	Coordinator	Sep 17th 2018
Formation of Election & N & G RCRH Committee	Committee as per bylaws by Board dated Jan 15 th 2018 doc	Sep 10th 2018
All Election procedures and Documents sent to Membership	Coordinator	Oct 1st 2018