

## VALLEY HERITAGE RADIO ELECTION PROCESS

1. Elections for the board (positions that have concluded his/her two year term or where a board position has become vacant by virtue of a board member stepping down) are held during the AGM.
2. A Nominating Committee Report shall be created and made available to members no later than one month prior to the date scheduled for the AGM.
3. Once the Nominating Committee Report is available, the notice of the AGM shall advise members that the Report is available upon request for viewing (at the station or to be sent upon a member's request by mail or email).
4. Notwithstanding the Nominating Committee Report, any other person who wishes to run for a position on the board may be nominated by another or by his/her self by submitting the individual's name to the VHR representative whose contact information shall be provided on the Nominating Committee Report. Nominations shall be open upon the release of the Nominating Committee Report and the time for nominations shall close two weeks' prior to the date scheduled for the AGM.
5. If no nominations are received in addition to the slate of candidates nominated by the Nominating committee, then at the AGM that slate of candidates shall be announced as acclaimed.
6. If there are nomination(s) received in addition to the slate of candidates named in the Nominating Committee Report, then the following procedure is to be followed
  - a: The names of all additional persons nominated as at the close of nominations shall be available to review at the station or sent upon request by mail or email to the member requesting same;
  - b: Preparatory to having an election at the AGM, two scrutineers shall be appointed; scrutineers shall be required to sign a Confidentiality Certificate.

c: A ballot containing all the names of the nominees from the Nominating Committee Report and any other persons additionally nominated shall be prepared;

d: At the AGM, one ballot shall be provided to all members eligible to vote. Note: Memberships that are less than two months old, or members not in good standing, do not have voting privileges;

e: Additionally, one ballot shall be distributed to proxy holders for each proxy that he/she holds, which proxy was submitted two clear days' in advance of the AGM with the station. In the case of a proxy which has voting instructions noted on the proxy form, the proxy holder shall be provided with a prepared ballot which conforms with the instructions noted on the proxy form.

f: Ballots shall then be collected and counted in private but in the presence of the appointed scrutineers;

g: The winner(s) are announced after the count has been verified by the VHR representative and the scrutineers.

h: If there is a tie in the voting, for the last position available, then there shall be a second ballot with just the two names that were tied during the original vote.