

British Columbia Search & Rescue Association

2018 Elections Handbook



Approved by Directors Resolution November 20, 2017

Part 1 - Overview:

1. This Handbook describes the process by which we, the members of BCSARA, will select those people who will conduct the business of the Association. The duties and responsibilities of elected representatives as well as the core of the election process is outlined in the Bylaws of the Association, but this handbook has been created to provide members with a handy reference guide as to how those elections will be conducted.
2. Under our Bylaws we have created Executive Officer and Director positions to make the decisions necessary to represent the interests of our membership. The elected Directors and Officers, as well as Requesting Agency representatives, make up the voting members of the BCSARA Board of Directors. Both Officers and Elected Directors positions are generally filled through a democratic election process. In addition, the Association has formally recognized the contribution made by the Requesting Agencies that have legislative or regulatory responsibility to search for or rescue lost, stranded, or injured persons or to respond to the consequences of natural or man-made emergencies or disasters by granting Requesting Agency representatives an opportunity to hold a Director office, vote for Executive Officer positions, be an Executive Officer, and to vote on all Association resolutions and motions.
3. In order to provide equal representation to all Association members, the approximately 80 Search & Rescue Groups have been divided into regions and each region is represented by two directors. The elected Directors represent specific SAR groups in each region or portion of the region. The elected Executive Officers represent the entire membership as a whole. The Requesting Agency representatives are full voting partners with the Directors and Officers and represent their respective agency on the Association.
4. When the election process was designed it realized that providing a secret ballot opportunity for each and every individual in the Province to exercise their franchise for each and every elected position would be a time consuming, expensive, and cumbersome process that would do little to enhance responsible representation. Consequently, the election process has been streamlined to provide efficiency without sacrificing democracy.
5. All full and associate members of the Association are eligible to run for election to the Board as either a Director or Officer. Only Search and Rescue Groups may vote for Directors; and only elected Directors and Requesting Agency representatives may vote for Executive Officers. Any associate member (who do not normally have voting rights) who runs successfully for election to the Board as either a Director or Officer will be accorded full membership with voting rights for as long as he or she holds office.

6. Any Requesting Agency representative is eligible to run for an Executive Officer position and (other than the Presidents position) may hold that office at the same time as he/she represents his/her respective agency.
7. A serving Director who runs for an Executive Officer position may hold that office at the same time as he/she holds a Director's position.

Part 2 - Election Process:

1. In order to provide greater stability the Board has, over the last several years, been transitioning into a phased 3 year election cycle whereby 1/3 of the Directors and Officers positions will, subject to by-elections, be up for re-election every year. The 2018 election will continue the transition process to that new system. See Appendix "C" attached hereto for a more complete description.
2. The Executive Officers and all Director elections in the designated regions will be conducted prior to the Association Annual General Meeting. For this year, elections will be held in the following areas and for the following terms.

Directors

South Island	(3 years)
Okanagan Similkameen	(3 years)
West Kootenay	(3 years)
Northeast	(3 years)

Officers

Secretary	(3 years)
Vice President	<u>(by-election)</u> (2 years)

***Note** – Colin Wiebe, the current Vice President, has resigned as of December 1, 2017 so as to become the new Municipal Police Representative on the BCSARA Board. Colin was elected in the 2017 elections for a 3 year term. On October 29, 2017 the BCSARA Board appointed Trent Blair to be the replacement Vice President from December 1, 2017 until the 2018 AGM. Accordingly, a by-election for this position is being held in the 2018 cycle of elections to elect a person as Vice President for the 2 years remaining in the term.

3. A successful candidate will be declared elected if they secure a simple majority of 50% plus one of the cast votes.
4. In the unlikely event of a tie vote there will be a by-election conducted.

Part 3 - Election of Directors:

1. All Director elections begin with the filing of nomination papers by candidates with the BCSARA Administrative Assistant by 4 PM on January 26, 2018. These can be e-mailed or mailed to the address shown on the nomination form.
2. An example of a completed sample Director Nomination paper can be found in **Appendix A** of this handbook.
3. A nomination paper is invalid unless signed by the candidate.
4. There is no requirement for a seconder to accompany a nomination paper, nor is there a requirement for any candidate to file a list of supporters in support of his/her nomination.
5. Once nominations have closed, a candidate is entitled to be declared elected by acclamation if he/she is the only registered candidate for a specific position.
6. If two or more nominations are received for any Director's position there will be an election process which culminates in the casting of ballots.
7. Each candidate is entitled to produce a single campaign document that can be fitted onto one 8 ½ X 11 inch page. Each proposed campaign document must first be vetted and approved as appropriate by the Elections Officer. Any approved campaign document will be distributed electronically by the BCSARA Administrative Assistant to the SAR Groups eligible to cast ballots for that Director position. The approved document will also be posted on the Association web site. These documents may be sent to the Vice President at vice-president@bcsara.com.
8. The campaign for these Director positions will run from January 27 to February 23, 2018.
9. Candidates are entitled to contact or visit SAR Groups in their region in order to campaign but the Association will not assist a candidate in visiting individual groups.
10. Newly elected Directors from the regions will begin their term of office at the start of the 2018 Annual General Meeting.

Part 4 - Balloting for Directors:

1. Each SAR Group eligible to cast a secret ballot for the Director position being contested in their region will be sent a secret ballot package by the BCSARA Administrative Assistant.

2. The President (or designate) of each SAR Group will canvas their group to identify the candidate that the Group membership wishes to elect. The President (or designate), will then cast a single secret ballot for the candidate of choice on behalf of the SAR Group and will return the ballot to the Elections Officer by mail (not e-mail or fax) in the envelope provided, arriving no later than 4:00 PM on Friday, February 23, 2018. The ballots can be mailed to the BCSARA Elections Officer, Don Blakely, PO Box 357, Armstrong ,B.C. V0E 1B0.
3. The Elections Officer shall tabulate the results and declare a winner (or tie) for each Director position. The Elections Officer shall then provide the results to the BCSARA President who will contact all candidates to provide the results. Once all candidates have been notified the results will be posted on the BCSARA web site.

Part 5 - Election of Executive Officers:

1. All elections for Executive Officers (President, Vice President, Secretary and Treasurer) will begin with the filing of nomination papers with the BCSARA Administrative Assistant by eligible candidates prior to 4PM on February 2, 2018. These can be e-mailed or mailed to the address shown on the nomination form.
2. An example of a completed sample Executive Officer nomination paper can be found in **Appendix B** of this handbook.
3. A nomination paper is invalid unless signed by the candidate
4. There is no requirement for a seconder to accompany a nomination paper, nor is there a requirement for any candidate to file a list of supporters in support of his/her nomination.
5. Once nominations have closed, a candidate is entitled to be declared elected by acclamation if he/she is the only candidate to have filed for a specific office.
6. If two or more nominations are received for any Executive Officer's position there will be an election process which culminates in the casting of ballots by mail or e-mail by the Requesting Agency representatives and the Elected Directors.
7. Each candidate is entitled to produce a single campaign document that can be fitted onto one 8 ½ X 11 inch page. Each proposed campaign document must first be vetted and approved as appropriate by the Elections Officer. The approved campaign document will be distributed electronically by the

- BCSARA Administrative Assistant to the Directors from the regions and Agency Representatives. The approved document will also be posted on the Association web site.
8. The campaign for any Executive Officer position will run for the period of February 3 to March 2, 2018.
 9. Candidates for Executive Officer positions are entitled to contact or visit SAR Groups, Agency Representatives, Officers, and Directors in order to campaign but the Association will not assist a candidate in visiting groups, agencies, officers, or directors.
 10. Newly elected Executive Officers will begin their term of office at the then upcoming Annual General Meeting.

Part 6 - Balloting for Officers:

1. Only newly elected Directors, Directors who are in their mid-term, Officers, and Requesting Agency representatives are eligible to cast ballots for Executive Officer positions.
2. The BCSARA Administrative Assistant will distribute a secret ballot package to the newly elected Directors, Directors who are in their mid-term, Officers, and Requesting Agency representatives in advance of the election.
3. Ballots must be delivered to the Elections Officer by mail, fax, or e-mail no later than 4:00 PM on March 2, 2018 to the address outlined on the ballot form.
4. A Director, Officer, or Requesting Agency representative may provide his/her ballot to the Elections Officer in advance of the deadline.
5. On March 3, 2018 the Elections Officer will collect the ballots, determine the successful candidate for each position and provide the name of the successful candidates to the Board of Directors and the candidates. Once all candidates have been notified the results will be posted on the BCSARA web site.
6. Officers or Directors whose term is ending with this election are not allowed to cast a ballot.

Part 7 - By-elections:

1. If any Director or Officer in the Association is unable to complete their elected term of office, or if there is a tie in an election, the Association may call a by-election if it is determined by the Association that the length of the term still to

be served is too long for the region or Officers position to be without a representative. The Bylaws also provide that a vacancy in a Directors or Officers position may be filled by a person appointed by the Board.

2. A by-election may be held at any time.
3. All applicable rules that apply for normal elections will apply equally for by-elections with the exception of applicable filing, campaign and balloting dates which will be determined by the Elections Officer in consultation with the serving Directors, Officers, and Requesting Agency representatives.
4. The successful candidate elected in any by-election shall serve until the vacated term of office expires, at which time the normal election process shall be initiated for the position.

APPENDIX "A"

BRITISH COLUMBIA SEARCH & RESCUE ASSOCIATION

NOMINATION PAPER FOR DIRECTOR

From: John D. Candidate
PO Box 100
Street Address
Anywhere, B.C.
Phone: *****
E-mail: *****

To: Administrative Assistant
B.C. SAR Association
671 Aboyne Way
North Saanich, B.C. V8L 5G3
or
sarsupport@bcsara.com

This document will serve to indicate my intention to seek election to a position on the Board of Directors for BCSARA for the period:

2018-2021

The position I intend to contest is:

Director for the (Insert SAR Region name)

Representing: (insert SAR Groups in SAR Region)

Dated this Day of **January, 2017**

Signed: John D. Candidate

APPENDIX "B"

BRITISH COLUMBIA SEARCH & RESCUE ASSOCIATION

NOMINATION PAPER FOR EXECUTIVE OFFICER

From: John D. Candidate
PO Box 100
Street Address
Anywhere, B.C.
Phone: *****
E-mail: *****

To: Administrative Assistant
B.C. SAR Association
671 Aboyne Way
North Saanich, B.C. V8L 5G3
or
sarsupport@bcsara.com

This document will serve to indicate my intention to seek election to a position on the Board of Directors for BCSARA for the period:

2018-2021
Or
2018-2020 for the Vice Presidents position

EXECUTIVE OFFICER as (insert position)

Representing:

All BC SAR Association Members

Dated this Day of **January, 2018**

Signed: John D. Candidate

APPENDIX “C”

BRITISH COLUMBIA SEARCH & RESCUE ASSOCIATION

Director/Officer Terms of Office

BCSARA has adopted three year terms to rotate a third of the board and executive officers for election every year.

We have organized the Directors and Officers positions into 3 groups as follows;

Sea to Sky	2019	
Fraser Valley		2020
South Island	2018	
North Island	2019	
Okanagan Similk.	2018	
Thompson Okanag.		2020
West Kootenay	2018	
East Kootenay	2019	
Northeast	2018	
Cariboo-Chilc		2020
Northwest	2019	
Bulkley- Nechako		2020
President	2019	
Vice President		2020
Secretary	2018	
Treasurer	2019	