

CAPIC Election Policy

Approved on February 23, 2017

PART 1 - Definitions

- 1.1 This Policy relies on the same definitions as provided for in the By-Laws of the Corporation.
- 1.2 Unless the context otherwise specifies or requires:
- (a) **“Act”** means the *Canada Not-for-Profit Corporation Act* S.C. 2009, c. 23 including the regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
 - (b) **“Campaign Activity”** means any act having the purpose of eliciting the direct or indirect promotion of a particular Candidate, and which has been implicitly or explicitly authorized by that Candidate;
 - (c) **“Campaign Communications”** means any communications having the purpose of eliciting the direct or indirect promotion of a particular Candidate, and which has been implicitly or explicitly authorized by that Candidate, and includes communications that are oral, written, pictorial, film, video and by any form of electronic means, including internet, social media, and electronic communications.
 - (i) **“Campaign Materials”** means Campaign Communications published in writing, pictorial, film, video or by any form of electronic means including internet, social media, and electronic communications implicitly or explicitly authorized by the candidate;
 - (ii) **“Campaign Period”**, is the period of time, as determined by the Chief Elector, in which a Candidate can engage in any kind of Campaign.
 - (d) **“Candidate”** means an individual who has been nominated and accepted as a Candidate in accordance with Section 6.5 and Section 6.6 of the Corporation’s By-Laws and who has not otherwise been disqualified pursuant to Section 6.5 (c), (d) or (e) of the Corporation’s By-Laws;
 - (e) **“Chief Elector”** means the Chair of the Governance and Nomination Committee (GNC), but if the Chair of the Governance and Nomination Committee is a Candidate in the upcoming election then the Board shall appoint a Director who is not a Candidate in the upcoming election to act as the Chief Elector;
 - (f) **“Member in Good Standing”** means a Member who has paid all applicable membership fees, dues and levies owing to the Corporation, is not under disciplinary action, suspension or expulsion, and who is in compliance with the Articles, the By-Laws and all policies of the Corporation, as determined by the Board;
 - (g) **“Voters List”** means a list containing the names and addresses of CAPIC members who are Members in Good Standing at the cut-off date as determined by GNC and entitled to vote at a meeting of members and which is prepared in accordance with this Policy.

PART 2 - Director Qualifications and Nomination Process.

2.1 **Director Qualification.** To be eligible for election or appointment as a director of the Corporation, an individual shall:

- (a) not be an undischarged bankrupt;
- (b) be a Registered Member or an Honorary Registered Member and a Member in Good Standing of the Corporation;
- (c) not have previously been removed as a director by the Members or had his or her office as director automatically vacated pursuant to Section 6.7 of the By-Laws;
- (d) not have previously been removed as an officer of the Corporation by the Board;
- (e) not be a director or officer of and shall not hold an executive or staff position with another immigration advocacy organization, an organization providing services equivalent or similar to the Corporation, or a regulatory body for Authorized Representatives;
- (f) possess a minimum of two years of experience as a director of the Corporation, a director of OPIC, a director of AICC, a Member of a Chapter Committee, or other equivalent experience as determined by the Board from time to time.
- (g) has not resigned during his or her term of office as director at any time within the previous two-year term; and
- (h) not have been reinstated within the last four years following a termination or suspension.

2.2 **Nomination Procedure.** Potential Candidates for the position of director must be nominated for election to the Board as follows:

- (a) At least eight weeks prior to the expiry of a director's term, the Secretary shall provide notice to the Members in Good Standing at the cut-off date as determined by GNC and entitled to vote at a meeting of the members of a pending vacancy on the Board. Such notice shall include information about the qualifications for the position and the Corporation's nomination and voting procedures and policies currently in effect. Such notice shall be provided to Members in accordance with Part 11 of the By-Laws.
- (b) Any five Registered Members and/or Honorary Registered Members who are Members in Good Standing may nominate any other Registered Member or Honorary Registered Member who is a Member in Good Standing for the position of director by mailing a nomination to the Secretary at least six weeks prior to the expiry of the current director's term.
- (c) The total number of nominations made by a Registered Member and/or Honorary Registered Member may not exceed the total number of vacancies

2.3 **Requirements for Candidate.** In order to be accepted as a Candidate for the position of director and be added to the election ballot, a nominee must:

- (a) provide written acceptance as stated in Schedule A to the Chief Elector provided in accordance with section 2.3 (b) herein at least five weeks prior to the expiry of the current director's term;

- (b) declare in writing as per Schedule A that the Candidate will observe the provisions of the Act, the Articles, the By-Laws, and any policies of the Corporation, including without limitation the Corporation's election policy and procedures; and
 - (c) deliver to the Chief Elector a biography summarizing the Candidate's skill set and experience, a summary of the Candidate's vision and priorities for the Corporation, and the Candidate's proposed contribution to the Corporation, at least five weeks prior to the expiry of the current director's term for circulation.
- 2.4 The Chief Elector may require a nominee to provide a police record check and may disqualify any nominee who possesses a prior criminal record.
- 2.5 **Disqualification.** The Chief Elector must disqualify any nominee or Candidate whose nomination or Campaign contravenes the Act, the Articles, the By-Laws, the Code of Conduct and Ethics, this Policy, or any policy established or adopted by the Board or the members from time to time. For clarity, a Candidate can be disqualified by the Chief Elector if he or she engages in Campaign activity outside of the Campaign Period.

PART 3 - CAMPAIGN PERIOD

- 3.1 A Candidate may only Campaign during the Campaign Period.
- 3.2 The Chief Elector shall determine the commencing date and ending date of the Campaign Period, which will be approximately a four-week period commencing one week after the deadline for nominations.
- 3.3 The Chief Elector shall announce the Campaign Period and publish the commencing date and ending date on the CAPIC website.
- 3.4 A Candidate shall not engage in any Campaign activities, including Campaign Communications and the publishing or authorization of the publishing of Campaign Materials, outside of the Campaign Period.

PART 4 - CAMPAIGN RULES AND ACTIVITIES

- 4.1 All Candidates shall:
- (a) be familiar with and comply with the Corporation's By-Laws, Code of Conduct and Ethics, this Policy, and other policies established or adopted by the Board or its members from time to time;
 - (b) at all times conduct himself or herself professionally and be courteous and civil towards his or her colleagues and other Candidates; and,
 - (c) not malign the reputation of other members, Candidates or CAPIC in his or her Campaign Communications, including Campaign Materials;
 - (d) not make any statement or representation about himself or herself, other Candidates, other members, or CAPIC itself that is unprofessional, false or misleading;

- 4.2 **Approval of Campaign Materials.** A Candidate or member shall not publish any Campaign Materials until the Campaign Materials have been submitted to the Chief Elector through CAPIC head office, and have received prior approval from the Chief Elector
- 4.3 A Candidate shall submit Campaign Materials and information about any in- person Campaign events to the Chief Elector for review at least 5 days before the beginning of the Campaign Period,
- 4.4 The Governance and Nomination Committee will review any additional Campaign Materials and notify the Candidate of the approval or rejection of the Campaign Materials within 5 days upon receipt of the Campaign Materials;
- 4.5 The Chief Elector shall place all biographies received from Candidates and approved of by the Governance and Nominations Committee on the CAPIC Website.
- 4.6 Upon request from the Candidate, CAPIC may provide a link from the CAPIC website to the Candidate's Campaign Materials which have previously been approved by the Governance and Nomination Committee.
- 4.7 Campaign Materials shall be in compliance with all Canadian laws.
- 4.8 Candidates are solely responsible at law for the content of any Campaign Communications or Campaign Material which are distributed or published by CAPIC and shall provide a signed Indemnity form as per Schedule C to CAPIC attesting to the same;
- 4.9 During the Campaign Period, and in compliance with privacy law, CAPIC shall facilitate the sending of four (4) email broadcasts on dates specified by the Chief Elector to the Members in Good Standing at the cut-off date determined by GNC and entitled to vote at the meeting of members who have *provided their current* email address to CAPIC and any consent required by the Act or *Canada's Anti-Spam Law*. The email broadcasts will contain any Candidate's messages which has been:
- (a) received by the Chief Elector from the Candidate in MS Word form document in English and/or French and edited by the Candidate for spelling, grammar and content at least 4 working before the delivery date of the broadcast schedule;
 - (b) approved by the Chief Elector;
 - (c) contains a disclaimer that the content is the sole responsibility of the Candidate and is not an endorsement by CAPIC; and,
 - (d) submitted by a Candidate who has provided CAPIC with the Indemnity Form referred to in section 4.8 of this Policy;
- 4.10 **In Person Campaign.** Where pre-approved by the Chief Elector a Candidate may invite members to Campaign events. The Candidate shall ensure that the event has a professional atmosphere and is in compliance with all Canadian laws

PART 5 - VOTING

- 5.1 Election of directors shall be conducted by electronic ballot and/or paper ballot submitted by the Members in Good Standing at the cut-off date determined by GNC and entitled to vote at

the members meeting during the voting period designated by the Chief Elector. Only those electronic and/or ballots received by CAPIC on or before the deadline shall be accepted as valid.

- 5.2 Every Member in Good Standing and entitled to vote at the members meeting as of the cut-off date set by the Governance and Nomination Committee shall be entitled to vote for any Candidate and will have one vote for each position open for election.
- 5.3 Upon the closing of balloting, the voting results of an election of directors shall be tabulated and certified as accurate by the independent voting service and shall be communicated to the Chief Elector in writing or electronically. The results shall also be communicated to the President in writing or electronically, unless the President is a Candidate in which case the election results will be communicated to the Vice-President in writing or electronically instead of the President. If the Vice-President is also a Candidate, then the Board shall appoint a Director who is not a Candidate for this role.
- 5.4 The Chief Elector and President, Vice-President, or Board member as appointed by the board under 5.3 who received the results pursuant to section 5.3 shall ensure the results are kept confidential and stored safely until the meeting of members. The President, Vice President or the Board member appointed under 5.3 shall announce the successful Candidates for each vacancy at the Annual General Meeting.
- 5.5 The Members in Good Standing and entitled to vote at the members meeting shall table a resolution ratifying the results of the voting, and ratifying the election of the successful Candidates for each vacancy

PART 6 - CHIEF ELECTOR AND GOVERNANCE AND NOMINATION COMMITTEE

- 6.1 The Chief Elector shall interpret and enforce this Policy.
- 6.2 During the Campaign Period, the Governance and Nomination Committee shall only comprise of committee members who are not Candidates in the upcoming election.
- 6.3 The duties of the Chief Elector shall include
 - (a) receiving nominations;
 - (b) preparing ballots;
 - (c) Overseeing and monitoring the Campaigns of each Candidate;
 - (d) monitoring voting;
 - (e) supervising the Governance and Nomination Committee for the purpose of election;
 - (f) collecting ballots; and
 - (g) reporting on the results in accordance with this Policy.

PART 7 - VOTERS LIST

- 7.1 The Voters List shall be prepared as follows:

- (a) The Governance and Nomination Committee shall determine a specific cut-off date for Members in Good Standing and entitled to vote at the meeting of members and shall include each Member in Good Standing and entitled to vote at the meeting of members as of the cut-off date;
- (b) The Voters List shall include the Member's first and last name, and the Member's mailing address of record; and,
- (c) The Voters List shall only include those Members who have provided any necessary consent as required by the Act or *Canada's Anti-Spam Law*;
- (d) A Candidate wishing to obtain a copy of the Voters List shall submit a statutory declaration as per Schedule E to the Chief Elector before receiving the Voters List.
- (e) The Voters List shall only be used for Campaign purposes and may not be used for any other purposes after the Campaign Period.

PART 8 - ELECTION OFFENSE

- 8.1 Any breach of this Policy may result in the disqualification of the Candidate by the Chief Elector.

PART 9 - APPENDIX

Schedule A: Candidate's Declaration

Schedule B: Nomination Form

Schedule C: Indemnity Form

Schedule D: Conflict of Interest Declaration

Schedule E: Declaration for obtaining CAPIC voters list

Schedule A**Candidate's Declaration**

I, the Candidate named below,

Candidate's <u>Legal name (Last Name, Given Name):</u>			
<i>Usually known as:</i>			
Business Address:			
Cell:		Email Address:	
CAPIC ID:		ICCRC ID:	

Hereby submit my nomination package which includes the following (check where appropriate):

- This Declaration
 _____(number) completed Nomination Forms
 Conflict of Interest Declaration
 Biography duly endorsed by all nominating members

I hereby solemnly declare that:

- a) I have read and I will observe the provisions of the Canada Not-for-Profit Corporations Act, the Articles, the CAPIC By-Laws, and any policies of the organization;
- b) I am a Member in Good Standing defined by Section 1.2 (h) of the Election Policy
- c) I am eligible to run for election having met the criteria listed in Section 2.1 of the Election Policy.
- d) If elected, I will participate in CAPIC Governance and Strategic Plan training and will abide by the rules of CAPIC Governance model and its Strategic Plan
- e) I have the necessary experience and meet all the other qualifications and requirements to become a director of CAPIC as specified in CAPIC Board Policy
- f) I fully understand that, if elected as a Director of CAPIC, I will have all the duties and responsibilities of a director of the organization, in law and as specified in the Bylaws and pledge to diligently discharge them
- g) All the facts and assertions contained in my attached Biography are accurate and true
- h) I accept the nomination of the members who have provided the enclosed Nomination Forms; and
- i) I solemnly declare that the information I have given is truthful, complete and correct, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Candidate's Signature: _____ Date: _____

Schedule B**CAPIC Election Nomination Form**

I, the undersigned, hereby nominate _____,

ICCRC ID: _____ CAPIC ID _____ as a candidate for the office on the Board of Directors.

I confirm that as at the date of signature hereof –

- 1 I am a Member in Good Standing defined by Section 1.2 (h) of the Election Policy
- 2 I am a Registered Members and/or Honorary Registered Members as described in CAPIC By-Law section 2.1(a), my personal information as follows:

Full Name of Nominating Member:	
CAPIC Membership Number:	
ICCRC ID#:	
Complete Address:	
Email Address:	
Phone #	

- 3 I have reviewed the above-mentioned Candidate’s biography attached to this form, and, having found it to my satisfaction, I have provided my endorsement by placing my initial _____ (initial) on the Candidate’s Biography.

Signed at _____ (City) _____ (Province) on the _____ day of _____ (month), _____ (year)

Signature: _____

Attachment: The biography of the Candidate initialled by the Nomination

Schedule C

INDEMNITY AGREEMENT

THIS AGREEMENT is made as of ____ day of _____, 201__

BETWEEN:

CANADIAN ASSOCIATION OF PROFESSIONAL IMMIGRAITON CONSULTANTS, of
245 Fairview Mall Drive, Suite 602,
Toronto, Ontario M2J 4T1

(“CAPIC”)

AND:

_____, of _____

(“Candidate”)

WHEREAS:

- A. The Candidate intends to run in CAPIC’s upcoming election at which the Registered and Honorary Registered Members of CAPIC will elect or affirm new directors for CAPIC.
- B. That CAPIC may publish campaign materials supplied by and on behalf of the Candidate; and,
- C. It is appropriate for the Candidate to indemnify CAPIC in respect of such publications.

NOW THEREFORE in consideration of the mutual promise set out below and other good and valuable consideration, CAPIC and the Candidate agrees as follows:

PART 10 - CAPIC may publish campaign materials provided to CAPIC by the Candidate in accordance with the CAPIC Election Policy or otherwise (the “Publication”).

PART 11 - The Candidate hereby covenants and agrees to indemnify and save CAPIC, including its directors, officers, Chief Elector, employees, independent contractors, and agents, and each of them, harmless from and against any and all loss, damage, and liability arising from the Publication, whether arising in law or equity, under statute, regulation, government ordinances or otherwise which CAPIC, including its directors, officers, Chief Elector, employees, independent contractors, and agents, sustains or incurs in or about any demand, claim, action, suit or proceeding which is made, brought, commenced, or prosecuted, or threatened to be made, brought, commenced or prosecuted against any or all of them, for or in respect of the Publication.

PART 12 - If either party to this agreement receives any complaint, demand, claim, action, suit or proceeding concerning the Publication, then that party will immediately provide the other party with written notice of same by either courier or facsimile transaction to the addresses of each party set out below:

CAPIC: 245 Fairview Mall Drive, Suite 407, Toronto, Ontario
M2J 4T1;

Facsimile: 416-309-1985

Candidate: _____

Facsimile: _____

PART 13 - If such complaint, demand, claim, action, suit or proceeding concerning the Publication is made, then the Candidate agrees to cooperate with CAPIC in any attempts to resolve the matter.

PART 14 - The parties shall execute and deliver such further documents and instruments and do such further acts and things as may be reasonably required to carry out the intend and meaning of this agreement.

PART 15 - Each of the parties acknowledges having been advised to obtain and having had the opportunity to obtain independent legal advice prior to executing this agreement.

PART 16 - This agreement may be executed in counterpart and such counterparts together shall constitute a single instrument.

IN WITNESS WHEREOF the parties have executed this agreement.

SIGNED, SEALED & DELIVERED in the)
presence of:)

_____)
Signature of Witness)

Name: _____)

Address: _____)

_____)
Occupation: _____)

_____)
Candidate

**CANADIAN ASSOCIATION OF PROFESSIONAL
IMMIGRATION CONSULTANTS**

Per: _____
Authorized Signatory

Schedule D

CONFLICT OF INTEREST POLICY
ACKNOWLEDGMENT AND DISCLOSURE FORM

I, the undersigned, hereby confirm that I have reviewed the CAPIC Conflict of Interest Policy and agree to comply fully with its terms and conditions.

I further confirm that (please check the statements that are applicable to you)...

I have no conflict of interest to report

OR

I am reporting actual or potential conflicts of interests as described in Part II of this form.

I hereby undertake the responsibility to promptly notify the CAPIC President in writing if at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided in this form becomes inaccurate or incomplete.

Signed on _____ day of _____, 201____ in the city of _____, Canada.

Signature: _____

Name: _____

Position: _____

CONFLICT OF INTEREST POLICY

ACKNOWLEDGMENT AND DISCLOSURE FORM

Part II Disclosure of Actual or Potential Conflicts of Interests

1. I am presently an officer, director, volunteer or staff member of the following charitable and/or non-profit organizations:

Name:	Location (city, Country)	Position	From – to

2. I am presently an officer, director or have a significant ownership interest in the following business entities, which may pose conflict of interest:

Name:	Location (city, Country)	Position	From – to

3. Affiliations of immediate family members with charitable and/or non-profit organizations and business entities (please list the family member, the organization and the affiliation):

Name:	Location (city, Country)	Position	From – to

I agree to provide additional information when so required.

Signature: _____ Date: _____

Print Name: _____

Schedule E

STATUTORY DECLARATION

IN THE MATTER OF obtaining a list of members of the Canadian Association of Professional Immigration Consultants

I, _____ of _____

(Print Name)

(Complete Residential Address)

do hereby solemnly affirm and declare:

1. THAT I am a member in good standing of the Canadian Association of Professional Immigration Consultants (CAPIC), a not-for-profit organization incorporated under the Canada Not-for-Profit Corporations Act (CNCA);
2. THAT I hereby apply for a list of members of the Canadian Association of Professional Immigration Consultants
3. THAT the list of members and the information contained therein will not be used for any purposes except in connection with:
 - a. An effort to influence the voting of members;
 - b. Requisitioning a meeting of members; or
 - c. Any other matter relating to the affairs of the Corporation as per Section 23 subsection (7) or (8) of the Canada Not-for-Profit Corporations Act.
4. THAT the list of members and the information contained therein will not be further distributed.

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Evidence Act of Canada.

DECLARED BEFORE ME at the city of _____ in the Province of _____ on the _____ day of the year _____.

A Commissioner, etc.
(Sign, print name and affix commissioner’s stamp)

Signature of Declarant

