

APPENDIX 12

ELECTION PROCEDURES GUIDELINE

&

VOTING PROCEDURES

AT THE

ANNUAL GENERAL MEETING

ONTARIO ASSOCIATION OF CRIME STOPPERS ELECTION PROCEDURES GUIDELINE

Although election procedures are generally set out in the Ontario Association of Crime Stoppers “Operational Procedures and Guidelines” under Chapter “E” entitled “Ontario Association of Crime Stoppers - By Law and Letters Patent” the purpose of this section is to bring together all of the divergent material on election procedures within the Ontario Association of Crime Stoppers into one area for both clarity and brevity.

Annual General Meeting - Filing Timetable

Prior to the Annual General Meeting a timetable exists for the filing of “Nomination of Director Forms”. This timetable is as follows:

- a) March - “Call to the Annual General Meeting” -
In accordance with the provisions of Section 47 of the Bylaws notice of the Annual General Meeting must be circulated no more than 60 days prior the scheduled A.G.M. Contained in this document is the following:

“Request for nominees for vacant Director positions within the Ontario Association of Crime Stoppers”

- b) April - The “Application Nomination Forms” must be returned to the Ontario Association of Crime Stoppers “NO LATER THAN” April 30th. (See Appendix 6 entitled Generic Forms - “Ontario Association of Crime Stoppers Nomination For Director”

The following provisions of the Ontario Association of Bylaws outline the specifics in relation to the election of directors and their incumbent duties and responsibilities.

Interpretation:

1.8 “Member” means any local or Regionally incorporated Crime Stoppers Program in Ontario operation within Crime Stoppers International Guidelines and those of the Ontario Association of Crime Stoppers and in good standing.

1.9 “In Good Standing” means any member that has paid his annual dues to the Corporation and Crime Stoppers International.

DIRECTORS

Power of Director

7/ The directors shall manage or supervise the management of the business and affairs of the Corporation.

Number of Directors, Quorum and Qualifications

8/ The affairs of the Corporation shall be managed by a Board of Directors which shall be composed of no less than ten (10) nor more than fifteen (15) elected members; each of whom at the time of his/her election, and throughout his/her term of office shall be a member of the Corporation, and (6) ex-officio members appointed by the Board of Directors. Each Director shall be elected to hold office according to Article 13, and each appointed director shall serve a one year term.....

A quorum shall consist of fifty percent (50%) of the Board of Directors. The majority of a quorum must always be comprised of civilians.

The members of the board of directors of the Corporation will include:

- 8.1 The Region 11 representative of Crime Stoppers International
- 8.2 One (1) representative from the O.P.P.
- 8.3 One (1) representative from the R.C.M.P.
- 8.4 One (1) representative from the Ministry of Natural Resources
- 8.5 One (1) representative from the Toronto Police Service
- 8.6 Two (2) members-at-large (civilian only)
- 8.7 One (1) representative from the Ontario Association of Chiefs of police.

The remainder of the Board of Directors shall consist of members from various areas of the Province so as to properly represent all of the Crime Stoppers programs in the Province. The ratio of the Board of Directors shall be no more than one-third (1/3) police officers or community Crime Stoppers co-ordinators, two (2) of whom must be representatives of municipal or regional police services, and two-thirds (2/3) community representatives or past community representatives of an active Crime Stoppers program and affiliated with Crime Stoppers International.

Police representatives on the Board of Directors shall have the endorsement of both their superior officers and their local Board, and the community directors shall be endorsed by the executive of their Crime Stoppers program. Ex-officio members can be appointed to the Board of Directors to act as liaison. Ex-officio members shall vote.

Election and Term

11/ Each director shall be elected for a three year term in each year following the guidelines in article 13.

Minimum Elected

12/ A minimum of five Directors shall be elected for a three year term in each year following the Election 1993

Vacancy Terms

13/ In the event a vacancy has occurred, the Board of Directors determines to fill such vacancy by election or appointment. The member so elected or appointed shall have a term of director until the next Annual General Meeting of members.

Elections

14/ One ballot listing all nominees and vacant positions shall be utilized at each annual general meeting. In the event nominations received do not exceed vacancies, the Board of Directors reserves the right to fill such vacancy(s) in accordance with the provisions of section 13.

If nominations received exceed the vacancies, an election by secret ballot shall be held.

Nominations

16/ Nominations for director must be received no later than 30 days prior to the Annual General Meeting. A list of nominees and their biographies will be provided with your voting credentials at the Annual General Meeting.

17/ The officers of the Corporation shall be elected or appointed in a caucus meeting of the directors immediately following the election of directors.

Directors Elect Officers

18/ The provisions of article 17 shall apply whereby the directors from among themselves shall appoint, or if required shall elect, the President, First Vice-President, Secretary, Treasurer and possibly Second Vice-President following the direction in Schedule S-1 (See Attachment).

The directors eligible for election or appointments as officers shall be only those who do not hold a position as a police officer or law enforcement official.

Caucus Meeting

19/ A caucus meeting is the only meeting at which only directors shall be present, and such meeting will be chaired by the President if present, or follow the usual priority of declaring a chairman if the President is absent.

The meeting's first order of business shall be to appoint a recorder of all proceedings from among the directors, who shall render the record of the proceedings to the Secretary at the conclusion of the meeting.

Annual Meetings

45/ The annual meeting of the Corporation shall, subject to the articles of the Corporations Act, be held at such place in the Ontario Association of Crime Stoppers program area as the directors may determine for the purpose of hearing and receiving the reports and statements required by the Act to be read and laid before the members at any annual meeting, ELECTING DIRECTORS, reappointing, if necessary, the incumbent auditor and fixing or authorizing the board of directors to fix his remuneration.

Notices

47/ No public notice or advertisement of any meeting of members shall be required, but notice of the time and place of each such meeting shall be given not less than ten (10) days nor more that sixty (60) days before the day on which the meeting is to be held, to the auditor, if any, the directors and to each member entitled to vote at the meeting....

Quorum

48/ Twenty percent of member programs in good standing shall be considered a quorum for a meeting of members.

Persons Entitled to be Present

50/ Persons entitled to attend a meeting of members shall be those entitled to vote thereat, the auditor, if any, of the Corporation, the directors of the Corporation and others who although not entitled to vote are entitled or required under the provisions of the Act or by-laws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the Chairman of the meeting or with the consent of the meeting

Right to Vote

52/ At each meeting of members every member in good standing shall be entitled two votes, one being cast by the member's Police co-ordinator and one being cast by one of the member's Board of Directors. In the absence of the Police co-ordinator, a vote

normally cast by the Police co-ordinator may be cast by a second member of the member's Board of Directors. Each Director of the Corporation is entitled to one vote.

Scrutineer

53/ At each meeting of the members one or more scrutineers may be appointed by a resolution of the meeting or by the Chairman with the consent of the meeting to serve at the meeting. Such scrutineer need not be members of the Corporation.

Votes to Govern

54/ At all meetings of members every question shall, unless otherwise required by the articles or by-laws of the Corporation or by the Act, be decided by the majority of the votes duly cast on the question.

Show of Hands

55/ At all meeting of the members every question shall be decided by a show of hands unless a poll therein be required by the Chairman or be demanded by any member present entitled to vote. Upon a show of hand every person present and entitled to vote shall have one vote. After the show of hands has been taken upon any question the Chairman may require or any member present in person who is entitled to vote may demand a poll therein. Whenever a vote by show of hands shall have been taken upon a question, unless a poll therein be so required or demanded, a declaration by the Chairman of the meeting that the vote upon the question has been carried or carried by a particular majority or not carried and an entry to that effect in the minutes of the proceedings at the meeting shall be prima facie evidence of the fact without proof of the number or proportions of the votes recorded in favor of or against any resolution or other proceedings in respect of the said question, and the result of the vote so taken shall be the decision of the Corporation in annual or special meetings, as the case may be, upon the question. A demand for a poll may be withdrawn at any time prior to the taking of the poll.

Polls

56/ If a poll be required by the Chairman of the meeting or be duly demanded by any member and the demand be not withdrawn, a poll upon the question shall be taken in such manner as the Chairman of the meeting shall direct. Upon a poll each member who is present shall be entitled to vote (subject to paragraph 52 herein) at the meeting and the result of the poll shall be the decision of the Corporation in annual or special meeting, as the case may be, upon the question.

Casting Vote

57/ In case of an equality of votes at any meeting of members, either upon a show of hands or upon a poll, the Chairman of the meeting shall cast a vote, otherwise the Chairman is not entitled to a vote.

VOTING PROCEDURES AT THE ANNUAL GENERAL MEETING

1/ Members entitled to vote at the Annual General meeting must present their membership credentials to the Chairperson of the "Membership/Credentials/Elections" Committee or his/her designee. Upon verification this person shall issue voting credentials to the person requesting such credentials. Verification consists of a determination that the member program has paid their annual dues, is a program in good standing and the person requesting the credentials is entitled to same.

2/ The member requesting voting credentials will acknowledge receipt of such credentials by signing an appropriate program/name log form.

3/ A member program delegate may only be issued with one voting credential.

4/ A delegate may not vote in place of an authorized but unregistered delegate.

5/ Voting credential will be made available on the Saturday evening or Sunday morning prior to the Annual General meeting.

6/ Voting credentials will be available at a location adjacent to the location where the Annual General Meeting is to be held.

7/ The Membership/Credentials/Elections Committee Chair shall tabulate the number of registered delegates eligible to vote and report this number to the President of the Ontario Association of Crime Stoppers prior to the commencement of the Annual General meeting.

8/ The President of the Ontario Association of Crime Stoppers will facilitate the appointment of scrutineer prior the election portion of the Annual General Meeting.

9/ The Membership/Credentials/Election Committee shall conduct the election process at the Annual General Meeting.

10/ Each member program "in good standing" is entitled to two (2) voting delegates. One delegate is designated by the local Board of Directors and the other delegate is the law enforcement co-ordinator or the co-ordinators designee.

11/ Each Director of the Ontario Association of Crime Stoppers is entitled to one vote.

12/ A candidate must receive a majority of the votes cast in the election to be elected.

13/ Voting delegates must present credential cards acceptable to the Membership/Credentials/Elections Committee in order to be eligible to vote.

14/ The Membership/Credentials/Elections Committee Chair will co-ordinate the tabulation of the election results from the scrutineer and present those results to the President of the Ontario Association of Crime Stoppers.

15/ The President of the Ontario Association of Crime Stoppers will announce the names of the successful candidates to the membership.

16/ Elected Board Members take office at the close of the Annual General Meeting.

17/ Twenty (20) percent of member programs "in good standing" in attendance at an Annual General Meeting shall be considered a quorum.

18/ A quorum is required before a vote can be taken on matters brought before the assembly.

ELECTION OF ONTARIO ASSOCIATION OF CRIME STOPPERS EXECUTIVE - SCHEDULE S-1

In accordance with the Ontario Association of Crime Stoppers Bylaws section 18 and 19 the newly elected Board of Directors is required to hold a caucus meeting immediately after the Annual General meeting for the purpose of electing an executive. The protocol for this meeting is outlined in Schedule S-1 of the bylaws and is as follows:

- 1(i) The President in the chair, appoints another director to record the proceedings.
- (ii) The chair opens nominations for President - nomination is moved: nominee accepts or declines: ballots forwarded to recorder: - recorder announces elected director (if 2 candidates tied a new vote may be required and is done in a similar fashion. The recorder records the election of President.
- (iii) The chair opens nominations and follows the same procedure in turn for Vice-President, Secretary and Treasurer.
- (iv) The existing President then turns the chair over to the new President who calls for confirmation of the election of officers in one resolution naming each position and officer so elected.
- (v) The date of the first Board meeting if Directors is agreed upon and the meeting is adjourned.
- (vi) The recorder hands the list of elected officers and date of the first directors meeting to the Secretary for recording as part of the Annual General meeting.
- (vii) The retiring President reconvenes the Annual General Meeting and announces the officers of the new executive. The outgoing President turns the chair over to the new President.

Note - At the caucus meeting all existing officers, elected directors and ex-officio directors attend (retiring directors do not attend)

CRIME STOPPERS INTERNATIONAL ELECTION PROCEDURES

The goal of the Crime Stoppers International (C.S.I.) “Nominations Committee” is to recruit potential nominees for the C.S.I. Board. The committee then presents a recommended slate of qualified candidates to the C.S.I. Board for the election process.

The C.S.I. Filing Timetable is as follows:

- a) C.S.I. membership is notified through “The Caller” or by special notice at least 150 days prior to the next C.S.I. Annual General meeting of the deadline for nomination submissions.
- b) The C.S.I. “Nominations Committee” decides on a postmarked deadline for nominations to be submitted. It must be at least 120 days prior to the Annual General Meeting, and/or by the deadline established by the committee.
- c) The Nominations Committee Chair is responsible for receiving nominations, resume’s, and two letters of endorsement 120 days prior to the Annual General Meeting and/or by the deadline established by the committee.
- d) The C.S.I. Nomination Form is located in Appendix 6 of the Ontario Association of Crime Stoppers under the heading “Generic Forms”.

Form 1

Ontario Association of Crime Stoppers Board of Directors Election Form

Civilian Nominees -

Police Nominees -

Form 2

Ontario Association of Crime Stoppers
Election Tabulation Form

Number of Delegates eligible to vote: Civilians _____ Police _____

Total number of voting delegates: _____

CIVILIAN NOMINEES -

Number of Votes

_____	_____
_____	_____
_____	_____
_____	_____

POLICE NOMINEES -

_____	_____
_____	_____
_____	_____

Signature of Membership / Credential / Elections Chair

Date _____

Signature of Scrutineer(s)

Date _____

Date _____