

## Election of office-bearers policy

<b>Policy Adopted</b>	November 2016
<b>Updated</b>	November 2020, November 2023
<b>Review date</b>	November 2026

### Policy statement

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This policy sets the procedures for election of office-bearers as prescribed in the Constitution Objects and Rules (see <http://cauthe.org/wp-content/uploads/2015/02/2015-CAUTHE-Constitution.pdf>) and clarifies the procedures to be followed in areas where the Constitution is silent.

### Constitution and membership of the committee

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1. The Executive committee consists of the elected office-bearers and a number of non-voting positions co-opted at the Executive's discretion.
2. The office-bearers of CAUTHE are:
  - a. the Chairperson
  - b. the first Vice-Chairperson
  - c. the second Vice-Chairperson
  - d. the Treasurer
  - e. the Secretary.
3. Office-bearers hold office until the end of the annual general meeting following the date of their election, and are eligible for re-election.
4. In the event of a vacancy, the Board of Directors (the Board) may appoint a replacement who will remain in the position until the end of the next annual general meeting.
5. Office-bearer positions are declared open by a notice sent in early December to Chapter Directors.

## Procedure for election of office-bearers

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6. Nominations for election of office-bearers must be made in writing by Chapter Directors at least 7 days prior to the annual general meeting.
7. An office-bearer must be a full Associate or a Student member of CAUTHE.
8. The office-bearers are elected by the Directors at a meeting of the Board immediately after the annual general meeting.
9. Candidates for election may be nominated for only one position at the same election.
10. If the number of nominations received is equal to the number of vacancies to be filled, the individuals nominated are taken to be elected.
11. If the number of nominations received exceeds the number of vacancies to be filled, a show of hands is used as the voting method, with the candidate who receives the majority of votes being elected.
12. In the event of a tied vote, the Board will decide the outcome by holding a new election.

## Meetings and quorum

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13. Written notice of a meeting of the Board is given to Chapter Directors at least 48 hours before the meeting.
14. Notice of a meeting and an agenda shall specify the general nature of the business to be transacted at the meeting
15. Any 7 members of the Board constitute a quorum for the transaction of the business of a meeting of the Board.

## Related guidelines

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Executive Committee & Secretariat guidelines