



<u>POLICY TITLE</u>	Page 1 of 2
Nominations	Policy # 2.0
Date Approved	March 18, 2007
Date Revised	September 17, 2014

POLICY

Nominations will be accepted from voting members of CSHP only and can either be submitted in writing to the President of CSHP BC Branch prior to the date of the Annual General Meeting (AGM) or be accepted from the floor during the AGM.

DEFINITIONS

- **Nomination:** A nomination is the act of officially naming a candidate to the CSHP BC Branch Executive Council

PROCEDURES

1. A call for nominations will be issued by the CSHP BC Branch Communication Officer at least 45 days prior to the AGM.
2. Nominations must be submitted by a member in good standing, in writing using the attached form (Appendix A) and signed by the nominee.
3. Nomination form must be supported and signed by two other CSHP BC Branch members.
4. Completed nomination forms are to be forwarded to the President.
5. All nominations will be reviewed by CSHP BC Branch President.

PRESENTATION OF NOMINATION AT THE ANNUAL GENERAL MEETING

The process for presentation of nominations at the AGM will be as follows:

- a) Each nominee may be asked to give a two minutes speech.
- b) If there is more than one nominee, a vote by the membership will take place.
- c) The vote will be counted by members of the Programs Committee.
- d) The nominated candidate cannot be involved in the counting process.
- e) If there is only one nomination, the nominee will be announced immediately by acclamation.
- f) If the vote count differential is less than 5, a recount will be done.
- g) If voting takes place, the candidate receiving a majority of the cast ballots shall be declared elected.
- h) The announcement of the successful candidate will be made during the AGM once the votes are counted.



GUIDELINES FOR NOMINATIONS

1. Nominations are required for voting positions on the CSHP BC Branch Council.
2. Nominees must be current CSHP BC Branch members.
3. Self nomination is permitted.
4. Nominations must be submitted in writing.
5. Nominees should read the Terms of Reference on the website.
6. Nominees should try their best to be present at the Annual General Meeting.
7. Two CSHP members in good standing should sign and support the nominee.
8. Previous experience is not required except for the National Delegate (see TOR for National Delegate).
9. Nominations from the floor are permitted during AGM.
10. Nominees will be notified by the President to prepare a two-minute speech at the AGM.



APPENDIX A

**CSHP BC Branch Executive Council
NOMINATION FORM**

Please fill out the following information and return to the BC Branch President.

POSITION: (Please check one):

- President-Elect (_____ portfolio)
- Programs Chairperson
- Secretary
- Treasurer
- National Delegate

NOMINATION:

We, the undersigned active members of the BC Branch of the Canadian Society of Hospital Pharmacists, hereby nominate:

(Name) (Signature)

(Address)

e-mail address : _____

for the above noted position.

(Name) (Signature)

(Name) (Signature)

Date:

Return Form to:

CSHP BC Branch President

At: _____