

## **Important Deadlines for the OSTI Election Process as set forth in the OSTI By-laws**

As per the discussion at the OSTI Board of Directors Meeting on February 23, 2015 it is envisioned that the first OSTI election will take place at OSTI's 2<sup>nd</sup> Annual Conference, which is planned for a date during the first 2 weeks of October 2015.

### General information:

- Elections by secret ballot at the annual meeting
- Voting may be by paper ballot by mail or by paper ballot cast at the annual meeting provided that the Supervisor of Elections distributes them prior to the meeting or by email or on OSTI's website
- A valid election requires a quorum of 25 members or 10% of the membership, whichever is smaller
- Officers' term of office = 2 years
- Term of office runs from Jan. 1 of year 1 to Dec. 31 of year 2
- Two of the 5 positions on the OSTI Board are up for election this cycle
- The Board of Directors shall appoint a Nominating Committee of 3 members
- Nominating Committee members may not run for office this year
- The Nominating Committee's task is to prepare a slate of Candidates
- Candidates must be members in good standing for 1 year prior to the election
- Candidates must provide written acceptance of their willingness to run
- Members may nominate candidates
- Members may self-nominate
- The Board of Directors shall appoint a Supervisor of Elections
- The By-laws do not specify a time frame for the appointment of the Supervisor of Elections

### Duties of the Supervisor of Elections:

- Ensures that the necessary information, paper ballots and candidates' statements are sent to the membership at least 30 days prior to the election
- Carries out the election with the assistance of volunteers

Notice periods stipulated in the OSTI By-laws: (dates updated per March 16, 2015, Board Minutes)

- OSTI Meetings: at least 30 days notice, by email and posted on website
- Appointment of the Nominating Committee: Spring prior to election [May 1, 2015]
- Submission to the Board of Directors of a slate of candidates by Nominating Committee: at least 75 days prior to the election [July 25, 2015]
- Publication of the slate of candidates by the Board of Directors: at least 75 days prior to the election [July 25, 2015]

- Additional nominations from the membership and self-nominations: within 30 days after publication of the official slate of candidates [September 9, 2015]
- Publication of candidates' statements: at least 30 days prior to the election [September 9, 2015]