

2018 CAAA Council Election  
**INSTRUCTION FOR NOMINATION**

**1. CALL FOR NOMINATION**

As the governing body for the profession of acupuncturists, the Council of the College and Association of Acupuncturists of Alberta (the CAAA) has both important authorities and serious responsibilities. If you want to be part of the efforts to chart the course for the profession, a great opportunity is to run for council position.

The Nomination Election Committee (NEC) is now accepting nominations on behalf of the CAAA. This election will determine the seven (7) members who will serve on the CAAA Council for the next term of office. The various Council positions to be held by elected council members will be determined through an internal election within the Council at the first council meeting following the Annual General Meeting (AGM).

**2. QUALIFICATIONS AND REQUIREMENTS OF NOMINEES**

- a. Nominees interested in election to the Council shall:
  - i. Have a clear understanding of and support the mandate of the CAAA: serve the public interest and support the profession by setting high standards of practice, education, competency, and ethical conduct;
  - ii. Have a vision for the profession that serves the public interest;
  - iii. Follow high standards of integrity and ethics;
  - iv. Be able to face the challenges and opportunities related to fulfilling the legislative requirements of the *Health Disciplines Act*, the *Acupuncture Regulation*, the CAAA Bylaws;
  - v. Be able to commit time and energy to the activities of the CAAA, and
  - vi. Take a broad and proactive view of local, national and international issues and challenges facing the profession.
  
- b. **Nominees must meet the requirements stipulated in the CAAA Bylaws, Article 6.3.2, on Page 4, at the time of application.**
  
- c. By submitting a 2018 Council Election Nomination Form, a nominee agrees with and declares the following:
  - i. An application may be rejected by the NEC if the nominee fails to follow the instructions of the NEC;
  - ii. The nominee will not use the CAAA logo or letterhead to campaign for their nomination and/or election; and
  - iii. The nominee will respect the election procedures and election results published by the NEC Chair.

### **3. NOMINATION APPLICATIONS**

- a. The application package for nomination will be available to be downloaded from the CAAA website (<http://www.acupuncturealberta.ca>) after January 18, 2018. The application package for nomination will also be available by contacting the CAAA office by phone at (780) 466-7787, or by email at [admin@acupuncturealberta.ca](mailto:admin@acupuncturealberta.ca) if they wish to receive the package via mail, fax or email.
- b. Nominees must submit a valid application using the 2018 Council Election Nomination Form duly completed. Failure to follow these instructions may result in an application being rejected by the NEC.
- c. A nominee must be endorsed by three (3) other registered members of the CAAA who are in good standing according to CAAA bylaw 3.10.
- d. Nominees must submit their application together with their biography and photograph to the NEC by mail at the #201, 9612-51<sup>st</sup> Ave NW Edmonton AB T6E 5A6 or by email at [admin@acupuncturealberta.ca](mailto:admin@acupuncturealberta.ca) . All applications for nomination shall be received at the CAAA office on or before February 26, 2018 by 5:00 p.m.
- e. The NEC may contact the Nominee to obtain additional information and/or documentation as deemed necessary and reasonable.
- f. Information about eligible nominees will be posted on the CAAA website after March 7, 2018.

### **4. ELECTION PROCESS**

- a. After the deadline for receipt of nomination applications, if there are less than or equal to seven (7) eligible Nominees, the NEC shall proclaim that all eligible Nominees be elected to Council by acclamation.
- b. Otherwise, on the date of AGM, prior to members casting their vote, eligible Nominees will have an opportunity to give a 3 to 5 minute campaign speech in English to the members present. The NEC will determine the order of speakers prior to the election.
- c. For those members who are unable to attend the AGM/Election in person, they can use a mail-in ballot to vote. Please contact the CAAA office by telephone at (780) 466-7787 or by email to [admin@acupuncturealberta.ca](mailto:admin@acupuncturealberta.ca) to receive a mail-in ballot which has instructions for voting.
- d. The completed mail-in ballot must be returned and received by CAAA office on or before April 9, 2018 by 5:00 p.m.
- e. Within 7 business days after the deadline for submitting mail-in ballots, the NEC will count the number of mail-in ballots returned and report this number to Council in accordance with CAAA Bylaws 5.14.6.
- f. Proxy voting is not permitted.

### **5. VOTING AND TALLY OF THE BALLOTS**

- a. The Chair of the NEC will announce the voting procedure at the AGM.
- b. The eligible Nominees shall be listed in alphabetical order by surname on the ballot.
- c. Ballots shall be marked in secret.
- d. The sealed mail-in ballots will be brought to the AGM/Election to be tallied at the same time as the in-person ballots.
- e. The NEC will appoint scrutinizers at the AGM from Registered Members in good standing to oversee the counting of ballots to confirm the validity of all ballots cast and the counting of votes.
- f. The Chair of the NEC will supervise the ballot counting during the Election.
- g. In accordance with the CAAA Bylaws 6.3.2 (d), no more than one Registered Member who is associated or affiliated in any way with an educational program/institute may be elected to serve on Council. The CAAA Bylaws, article 6.4, further states that Educational Affiliates shall be deemed to be running for the same council position with the Educational Affiliate who receives the highest number of votes being elected to council.
- h. In case of a tie vote for the seventh position on council, the Chair of the NEC will announce the tie. Subsequently, the tied nominees will have an opportunity to give a 3-5 minute speech to the members in attendance prior to a second vote being casted by members to determine who will be elected to council.
- i. In the event of any irregularity or dispute regarding the nomination, ballot, or election, the decision of the NEC is final.
- j. The Chair of NEC will announce the final results of the election to the members of CAAA at the Annual General Meeting immediately after the counting of the votes is completed.
- k. All the ballots shall be destroyed sixty (60) days after the AGM.

## **6. THE 2018 NOMINATION ELECTION COMMITTEE (NEC)**

Jay McCoy (Chair)

Rick Rana

Jennifer Wang

Jingzhao Wang

## **Attachment: The CAAA Bylaws: Nominations**

### 6.3.2 To be nominated for election to the Council, a Registered Member:

- (a) Must be a Registered Member in good standing with the College;
- (b) Must have been a resident of the Province of Alberta for a minimum of one (1) year immediately preceding nomination;
- (c) Must not be or have been an immediate family member of a founder, principal, owner, director, dean, executive officer, manager, signing authority, shareholder, administrator, or management staff of an Alberta educational program/institute providing education in TCM/Acupuncture for the two (2) years immediately preceding nomination;
- (d) No more than one Registered Member who is associated or affiliated in any way with an educational program/institute may be elected to serve on Council;
- (e) Must not be on the Board of Directors or in any other executive position with a professional organization which advocates on behalf of or otherwise is associated with TCM/Acupuncture profession;
- (f) Must not be the subject of any ongoing formal investigation by the College or professional legal dispute; nor have been the subject to disciplinary measures as the result of a formal investigation by the College in the five (5) years immediately preceding the time of their nomination;
- (g) Must not have been convicted of a criminal offence in the five (5) years immediately preceding the time of their nomination;
- (h) Must have been engaged in full-time practice in the TCM/Acupuncture profession as a Registered Member in the year immediately preceding nomination; and
- (i) Must not be a current Member Services Committee appointee.