

Title: Election and Appointment Procedure

Policy/Procedure number: KCFA No. 204

Purpose

The purpose of this procedure is to outline a clear process for the election and appointment of KCFA Committee members, including the Keyano Faculty Association Executive Board (hereafter called the Board).

Application

All members of the KCFA must comply with the procedure as outlined below.

Procedures

1.1 Election of the Executive Board Officers and Member Representatives

- 1.1.1 Election of the table officers will be conducted as outlined in the KCFA bylaws
- 1.1.2 One representative from each division, outlined in Appendix 1 of this procedure, will be elected by the members of the respective division.
- 1.1.3 The nominating committee (or designate) will send out a call for volunteers at least three weeks, where possible, before the Annual General Meeting (AGM).
- 1.1.4 Association members who wish to serve on the board will inform the nominating committee (or designate) at least 2 days before the AGM.
- 1.1.5 In the event that more than one nomination is received for the same position, voting will be conducted as per Association bylaws.

1.2 Appointment of Standing Committee Members

- 1.2.1 All Standing Committees (see bylaws) of the Association are sub-committees of the Board.
- 1.2.2 Standing Committees of the Association include: the Negotiating Committee, the Nominating Committee, the Grievance Advisory Committee, and any other committee established as per Association Bylaws.
- 1.2.3 All Standing Committees shall have at least one member of the Board (or designate) as a full voting member.
- 1.2.4 The KCFA President will send out a call for nominations at least two weeks prior to the monthly Board meeting.
- 1.2.5 The Table Officers will review all such nominations and will make a recommendation to the Board.
- 1.2.6 If the Board does not accept the recommendations provided by the Table Officers, the KCFA President will be required to recommend other members from the already received nominations, or send out another call.

1.3 Appointment of Ad-Hoc Committee Members

- 1.3.1 Ad-Hoc Committees of the Association include any joint committee formed with the College, the Trials and Charges Committee, and any other committees required.
- 1.3.2 Table Officers will appoint members to any Ad-Hoc Committees.
- 1.3.3 Where possible, the KCFA President will send out a call for nominations and follow the process outlined in article 1.2 of this policy.

Approved by the KCFA Executive Committee on March 22, 2019

Responsibility

KCFA Executive Board

Appendix 1

Division	Departments
Membership Representative- 1	<ul style="list-style-type: none"> • Business Administration • Office Administration • University Studies • Environmental Technology • Education
Membership Representative- 2	<ul style="list-style-type: none"> • Nursing and Allied Health Studies • Social Work • Childhood Studies
Membership Representative- 3	<ul style="list-style-type: none"> • Construction Trades • Welding • Steamfitter/Pipefitter • Electrical • Power Engineering/Process Operation • Trades Safety • Heavy Industrial • HET Apprenticeship • Crane and Hoist
Membership Representative- 4	<ul style="list-style-type: none"> • Student Services • Learning Innovations • Library • Aboriginal Education • College and Career Preparation