Title: Election and Appointment Procedure

Policy number: KCFA No. 204

Purpose
The purpose of this procedure document is to outline a straightforward procedure for the election and appointment of the KCFA Committee members, including the Executive Board member.

Application
All members of the KCFA must comply with the procedure outlined in this document.

Procedures

1.1   Election of the Executive Board Officers and Member Representatives

1.1.1   All members of the Executive Council are nominated and elected by the membership at the Annual General Meeting (AGM). The members of the Board are elected for two years. Their term commences at the beginning of the new Academic year (July 1st).

1.1.2   One representative from each division, outlined in Appendix 1 of this policy, will be elected by the members of their respective division.

1.1.3   The members of the nominating committee or their designate, will send out a call for volunteers at least one week before the AGM.

1.1.4   The Association members will inform the members of the nominating committee or their designate if they are willing to serve on the Board.

1.1.5   If more than one nomination is received for the same position, voting will be conducted using a paper ballot at the AGM, or online live voting at the AGM, or Online Voting before the AGM.

1.1.6   Members must have at least 3 three days to cast their vote if voting is conducted online before the AGM.

1.1.7   No division, outlined in appendix 1, shall have more than two members on the executive board.

1.2   Appointment of Standing Committee Members

1.2.1   All Standing Committees of the Association are sub-committees of the Executive Council. The Association's Standing Committees may include the Negotiating Committee, Nominating Committee, Grievance Advisory Committee, and any other committee established per the bylaws.

1.2.2   All Standing Committees will have at least one member of the Executive Council or their designate as a full voting member of the committee.

1.2.3   The KCFA President, where feasible, will send out a call for volunteers at least two weeks before the Executive Board meeting.

1.2.4   The Table Officers will review all of the nominations and recommend nominees to the Executive Board for appointment.

1.2.5   If the Executive Board does not accept the recommended nominees provided by the Table Officers, the KCFA President (or designate) will send out another call for volunteers or recommend other members from the already received nominations.

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 Trails and Charges Committee, and other committees required to run the Association.

1.3.2   Table Officers will appoint members to AD-Hoc Committees

1.3.3   Where feasable, the KCFA President (or designate) will send out a call for nominations and follow the process outlined in Article 1.2 of this policy.

Dates
Revised and Approved by the KCFA Executive Committee- June 02, '23

Responsibility
KCFA Executive Board

Division	Departments
Membership Representative - 1	- Business Administration/Office Administration - University Studies Science and Environmental Technology - University Studies Arts, Education, and Social Science
Membership Representative- 2	- Nursing and Allied Health Studies - Social Work - Childhood Studies
Membership Representative- 3	- Construction Trades - Welding and Steamfitter/Pipefitter - Electrical - Power Engineering/ Process Operation - FINNTECH, Trades Safety, and Heavy Industrial - HET Apprenticeship and Crane Programming
Membership Representative- 4	- Counselling and Disability Services - Learning Innovation - Library - Aboriginal Education - College and Career Prep