



BC's Union for Professionals

Table Officers Nomination Form

Election of Table Officers

Position

Name of Nominee (print name)

Nominee PEA Member Number

Signature of Nominee

Date

Nominations are required by at least two other PEA members. Please see the attached Policy 7.5 Election of Table Officers and position descriptions attached. If there are more than two nominators, please fill out the names on a second form. Contact membership@pea.org if you require assistance with your member number.

Nominated by (print name)

Nominator PEA Number

Signature of Nominator

Date

Nominated by (print name)

Nominator PEA Number

Signature of Nominator

Date

Please submit the completed nomination form. Candidates to a Table Officer Position are provided an opportunity to submit, in **electronic form, up to one page of information** for a candidate statement to be distributed in the package of reports to all convention delegates. We would also like to request a **photo** of the candidates in high quality jpeg format. Please forward all materials by **March 1, 2024** to:

Professional Employees Association
c/o tarakawa@pea.org

The Nomination Deadline is March 1, 2024

Candidate Statement

PEA ASSOCIATION EXECUTIVE: TABLE OFFICERS

The executive consists of four table officers a – President, First Vice-President, Second-Vice President, and Secretary-Treasurer – and chapter representatives appointed by their chapters. Each chapter or combined group of chapters is entitled to appoint a member to the Association Executive. Larger chapters are entitled to appoint an additional Association Executive member for each additional 400 members or major part thereof. Combined groups of chapters jointly appoint a representative to sit on the executive. The executive establishes committees and retains staff sufficient to carry out the objectives of the Association. Normally, the executive meets virtually or in Victoria.

ASSOCIATION EXECUTIVE JOB DESCRIPTIONS

President

Authority

The President is elected by the delegates at convention. Under authority of Article VII of the By-laws he/she presides over meeting of the executive and conventions of the Association.

Term

The President will retain office until he/she is removed, resigns, or at the expiry of the normal two-year term of the table officers. A President may be re-elected to successive terms.

Responsibilities and Duties

The President –

- a) Presides at meetings of the Association Executive and conventions;
- b) Functions as an active member of committees as determined by the executive and an ex-officio member of all committees established by the executive;
- c) Represents the Association in periodic meetings and functions within the labour relations community and with other organizations;
- d) Normally serves as a signing authority for the purposes of issuing cheques drawn on the Association's accounts;
- e) Serves as signing officer in respect of all documents requiring execution on behalf of the Association;
- f) Carries out other duties and responsibilities as determined from time to time by the Association Executive.

Vice-Presidents

Authority

The Vice-Presidents are elected by the delegates at convention. Under authority of Article VII of the By-laws and in the absence of the President a Vice-President presides over meetings of the executive and conventions of the Association.

Term

A Vice-President will retain office until she/he is removed, resigns, or at the expiry of the normal two-year term. A Vice-President may be re-elected to successive terms.

Responsibilities and Duties

A Vice-President –

1. Carries out responsibilities and duties of the President in his/her absence;
2. Normally serves as a signing authority for the purposes of issuing cheques drawn on the Association's accounts;
3. Serves as signing officer in respect of all documents requiring execution on behalf of the Association;
4. The First Vice-President Chairs the Staff Relations Committee;
5. The Second Vice-President Chairs the Service Awards and Education Committees;
6. Both Vice-Presidents also serve as members of the Finance and Investment Committee;
7. Carries out other duties and responsibilities as determined from time to time by the Association Executive.

Secretary-Treasurer

Authority

The Secretary-Treasurer is elected by the delegates at convention. Under authority of Article VII of the By-laws the Secretary-Treasurer is responsible for ensuring maintenance of the Association's membership lists and financial records. He/she has responsibility for ensuring the care and custody of the Association investments and for the production of the annual audited financial statement to be presented to convention.

Term

The Secretary-Treasurer will retain office until he/she is removed, resigns, or at the expiry of the normal two-year term. A Secretary-Treasurer may be re-elected to successive terms.

Responsibilities and Duties

The Secretary-Treasurer –

1. Ensures that a list of all Association members is kept up to date;
2. Ensures that proper accounts and records are kept of all financial transactions;
3. Normally serves as a signing authority for the purposes of issuing cheques drawn on the Association's account;
4. Safeguards Association funds by ensuring that monies are deposited and invested as determined by the executive and authorized committees;
5. Ensures that monthly reports of Association receipts and disbursements are produced, reported to the executive, and made available for inspection by members and PEA auditors;
6. Ensures that an audited annual statement of the Association's financial position at the conclusion of the fiscal year is produced, and presents this statement to the Annual Convention;
7. Chairs the Finance and Investment Committee;
8. Ensures that minutes of executive meetings and conventions are produced, approved and made available for inspection by members and PEA auditors;
9. Ensures that notices of executive meetings and conventions are appropriately circulated;
10. Carries out other duties and responsibilities as determined from time to time by the Association Executive.

7.5 Election of Table Officers

1. At the appointed time in the agenda the chair of the convention will turn the chair over to the Executive Director to conduct the election of table officers. The chair will conduct elections to elect a President, First Vice-President, Second Vice-President and a Secretary-Treasurer.
2. The chair will call on the chair of the Table Officer Nominating Committee to report on the work of the committee and to present the list of candidates identified by the committee and in attendance as delegates or recognized observers under Policy 1.5 Association Executive Representation.
3. The order of elections will be President, First Vice-President, Second Vice-President and Secretary-Treasurer. Nominations for subsequent positions will not be called until each position is filled in this order.
4. The chair will call for nominations for President a minimum of three times. Any delegate or recognized observer who is nominated by at least two other members may stand for election. After nominations close the chair will ask each nominee if he or she is prepared to accept nomination. If only one candidate is prepared to accept nomination, he or she shall be declared elected.
5. Nominees for the position of President or their nominators will be given five minutes each to speak to convention. The election will then be held by secret ballot.
6. The ballots will be collected by the Sergeant-at-Arms Committee who will tabulate the results of the ballot. Candidates are permitted to appoint one scrutineer to observe the ballot count.
7. A candidate must have a clear majority of votes to be successful. If there are more than two candidates for the position and on the first or any consecutive ballot there is not a clear majority, the candidate with the fewest votes will drop off and the vote will be conducted again until such time as a candidate has at least 50 percent plus one of the votes.
8. At the conclusion of the election for President, nominations will be open for positions of First and Second Vice-President. The same procedure for nominations and speeches used to elect the President shall be followed to elect the Vice-Presidents. To be elected candidates must receive at least 50 percent plus one of the votes.
9. The candidate who has the highest number of votes cast that is a clear majority will become the Association's First Vice-President, the next highest candidate with a clear majority will become the Association's Second Vice-President.