



Crohn's and
Colitis Canada
Crohn et
Colite Canada

CHAPTER ELECTIONS GUIDE

Chapter elections should take place no later than mid- **September (ideally earlier)** in order to help us prepare for the Annual General Meeting.

In order to ensure that Chapters have leadership volunteers in place to support sustainability and strong local activity, the goal is for Chapter Executives to be comprised of at least four members, although it is recognized that some Chapters may be in transition and progressing toward this goal. The Chapter President is a required position.

Chapter Executives may include the following:

- President (required) Treasurer (required only for Chapters that write cheques)
- Vice President Gutsy Walk Chair Volunteer Engagement Lead
- Community Outreach Lead Secretary Programs & Education Lead

Eligibility Criteria:

-Chapter Executive roles are eligible for election for a one year term with possibility for renewal

Application Procedure:

- inform all Chapter volunteers and participants of the election date, location, time and available positions ideally 2-3 weeks prior to the meeting
- identify a date by which all applications must be submitted

Elections Procedure:

- Chapter Executive positions are elected by the Chapter member base
- the names of all candidates are read and each candidate has the opportunity to address voters
- votes are submitted privately and tabulated by the Chapter Secretary or designate
- if there is only one nominee for a role who meets the required criteria, a motion can then be made and put to vote to determine if the applicant is elected by acclamation

Post-Election:

- email the election results using the Chapter Election Results form to Chapters@crohnsandcolitis.ca . Incoming Chapter Presidents and Treasurers are required to complete background and credit checks and should not officially begin in their roles until the checks are completed. Based on the election results, volunteers will be contacted to complete the background and credit checks.
- Chapters that write cheques will need to update the RBC signatory card signed by the President and Treasurer. Please work with your local staff partner to provide updated signatures.