



**Board Standard Operating Procedures**

**1. Internal Board Elections Procedure**

Date of original approval \_\_\_\_\_ December 13, 2007 \_\_\_\_\_

Date of latest approved revision \_\_\_\_\_

On an annual basis, the Board will conduct internal Board elections to fill a number of positions including but not limited to:

- CFC Director
- CFC Alternate
- Vice Chair of the Board
- BC Poultry Association representative
- Council of Marketing Boards representative
- SMAC Observer
- Finance Committee Chair

Timing and election procedure:

1. Internal Board elections will take place at:
  - a. The first regularly scheduled Board meeting in March, or
  - b. In a year where there is an election for a member to the Board, the first regularly scheduled meeting following the election for Board members.
2. For the duration of the internal election process, the Board Chair will relinquish the Chair to the General Manager, Executive Assistant, or any other person named by the Board who will act as the Elections Officer.
3. All Board members present, including the Board Chair will be eligible to cast ballots for all available positions.
4. Each position will be dealt with separately starting with CFC Director. The Elections Officer will make a call for nominations that will be submitted to the Elections Officer in writing on the nomination forms provided. The Elections Officer will ask each nominee if they are willing to accept their nomination. If there is only one accepted nomination, the

Elections Officer will declare the candidate elected by acclamation. In the event that there is more than one accepted nomination, ballots will be circulated, filled in, and returned to the Elections Officer. The ballots will be counted by the Elections Officer and verified by one other BCCMB staff member. The result will be announced by the Elections Officer. This process will be repeated until all positions are filled either by acclamation or election.

5. The Elections Officer will ask for a motion to destroy the ballots.
6. The Elections Officer will announce that the election process has been completed, ensure that the ballots are destroyed, and will relinquish the chair to the Board Chair.

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