

# Policy 1.6 Executive Committee Nomination Process

Created: 2021/09/10

Last Revised: 2023/12/20

Corresponding Procedure <hyperlink>

Related Policies: (none)

## General

The Associations for Public Health Epidemiologists in Ontario (APHEO, “the Association”) is a non-profit organization run entirely by its members, who volunteer their time by participating on numerous committees and work groups, furthering the mission of the Association.

The APHEO Executive Committee is a member-elected group tasked with the operation and maintenance of the Association. Each year, a nomination process is undertaken to fill the roles of the Executive committee.

## Policy

This document is intended to provide guidance to the APHEO Executive, specifically the Past President role, in undertaking the nomination process to renew the Executive Committee for the upcoming year.

This policy is to coincide with items IV & V of section 6.0 - Organization and Procedure of APHEO’s Constitution.

## Responsible Executive Committee Lead

Default is the Past President, acknowledging policy/procedure administrative work is primarily done by the Vice President but that the responsibility ultimately lies with the President.

## Prior Revision Dates

2023/12/20

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## General

This procedure details the steps to be undertaken in the Executive Committee Nomination process and should be considered in addition to item IV of Section 6 of the constitution.

## Procedures

1. The Past President (or an Executive designate agreed upon by the Executive committee) forms a Nominating Committee by the ~~second~~ **third** last executive meeting of the year.
  1. The Nominating Committee is to include two non-Executive APHEO full or affiliate members in good standing and the Past President (or an Executive designate agreed upon by the Executive committee).
2. A call out is issued to the membership.
  1. Eligible candidates for Executive positions are full members in good standing.
  2. The APHEOlist Announcements listserv is used to call out to the membership. Here is a sample call out:

Hello APHEO,  
The nomination committee is asking for nomination submissions to the YYYY APHEO Executive Committee. You can nominate a colleague or yourself using the following link:

<INSERT LINK>

**Deadline for nomination submissions is September ##xx.**

Role descriptions can be found on the [APHEO Executive Committee Job Descriptions](#) page and the Executive committee is available to answer questions you have about respective roles.

In accordance with the APHEO constitution, section 6.4, eligibility for election to any Executive position is being a full member in good standing.

This is a great opportunity to get involved in APHEO while building your professional expertise in the field of Public Health Epidemiology!

Regards,  
The Nomination Committee

3. Names of each candidate are to be submitted to the President 30 days before the final all-members meeting of the calendar year.
4. If faced with multiple candidates for one Executive position, the Nomination Committee can speak to the candidates and determine if another vacant Executive role would be suitable or if an Executive role in the following year would be sufficient. Other opportunities could also be suggested, such as co-chairing the APHEO conference / workshop or involvement in the APHEO core indicators.
  1. If an arrangement cannot be met, an election is called. The Nominating Committee shall send a notice of election by electronic mail to all APHEO members in good standing 30 days prior to the final all members' meeting of the calendar year. The Secretary shall provide an electronic list of email addresses to the Nominating Committee. The notice of election shall include a random number unique to each member. This number shall be used in voting to ensure anonymity while preventing multiple voting.
  2. Voting shall be done using an electronic form on the APHEO website, which shall remain online until 5 days before the final all-members meeting of the calendar year.
5. Results shall be tabulated and reported at the final all-members meeting of the calendar year by the Nominating Committee.
6. If any Executive member is unable to fulfill their duties, the position will be filled by a current Executive Committee member; if this is not possible, the Executive Committee will have the responsibility to appoint a full member to fulfill the role of the position until such time that the next election is called.

## **Responsible Executive Committee Lead**

Default is the Past President, acknowledging policy/procedure admin work is primarily done by VP but that responsibility ultimately lies with the President.

## **Prior Revision Dates**

2023/12/20