

Introduction

Directors of the Canadian Ecotoxicity Workshop (CEW) provide continuity across annual workshops, encourage future Organizing Committee chairs to undertake workshops and manage a financial reserve to provide necessary advances for venue facilities. Workshops are typically planned three years in advance and designed to attract representatives from all sectors actively involved in environmental research, management and policy development.

The *Canada Not-for-profit Corporations Act* (NFP Act) requires that CEW members elect their Board of Directors. Members are encouraged to elect a Board of Directors representative of genders and various professional sectors (i.e., public, industry, consulting, academia).

Responsibilities

The Board of Directors oversees the management of the activities and affairs of CEW and provides guidance to Organizing Committee co-chairs. The Board's activities are primarily administrative in nature and include financial management, ensuring compliance with government filing requirements, amending as required CEW's Standard Operating Procedure and supporting the student program by selecting graduate student advisors and managing the Playle Award selection process. The Board of Directors also discusses and implements strategies to build on CEW's history and to develop future sustainability while planning for information-sharing needs of members.

A Director is expected to commit to attending the three annual workshops following his/her election and to prepare for and actively participating in all Board of Directors meetings during that period. Typically, there is one face-to-face Board meeting during the week of the annual workshop and 6-8 meetings by teleconference throughout the year.

Directors are expected to disclose any potential perceived or real conflict of interest annually and as such conflicts of interest emerge.

Directors do not receive any remuneration for their participation on the Board.

Term

A Director's term is three years, although the Director may resign before the term ends. At the end of his/her term, the Director may seek re-election.

Eligibility

Under the NFP Act, the following persons are disqualified from being a Director of CEW:

- anyone who is less than 18 years of age;
- anyone who has been declared incapable by a court in Canada or in another country;
- a person who is not an individual; and
- a person who has the status of bankrupt,

Nominees are expected to have actively participated on the Organizing Committee of at least one CEW.

Nomination Process

The Board of Directors will strike an independent Elections Committee of at least two CEW members who will not be nominated as Directors themselves in the current election. The Elections Committee will receive nominations, ensure nominations are valid and complete, prepare the election forms, tally the voting results and declare the successful Directors to the membership.

A proposal to nominate an individual for the election of Directors must be signed by no less than 5% of members. This is currently equivalent to approximately thirty (30) signatures. An email of support to the Elections Committee (info@ecotoxcan.ca) that clearly identifies both the nominee, and the supporting CEW member can be used in place of an original signature on the nomination form.

Download a copy of the nomination form the Operations and Memberships section of the CEW website (ecotoxcan.ca). The deadline to submit a nomination package for election at CEW is 12 pm the day before the Annual General Meeting. The Annual General Meeting is held on the last day of CEW each year.

Consent

A nominee must consent to be a Director of CEW by signing the nomination form or sending an email expressing that consent to the Elections Committee (info@ecotoxcan.ca) prior to the nomination deadline. In addition, all nominees are asked to submit as part of the nomination package a description (up to 250 words) of why CEW members should consider voting for you.

Voting Process

Members attending the Annual General Meeting when elections occur will be asked to vote by a show of hands for a fixed number of Directors. If the slate of nominees is equal to or less than the number of available Director positions, members will be asked to vote on whether they support or oppose each nomination. In that case, any nominee receiving at least one (1) more opposition vote than supportive votes will not be considered elected. A tie vote will result in the nominee being elected.

If the slate of nominees is greater than the number of available Director positions, members will be asked to vote on which nominees they support by casting one (1) vote for each available Director position. In that case, nominees will be elected based on who has received the greatest number of votes. A tie vote will result in a second vote being held to determine which of the tied candidates will be elected.

Members who are unable to attend the Annual General Meeting may vote by proxy using the proxy designation form, which must be submitted to the Elections Committee (info@ecotoxcan.ca) by 12 pm the day before the Annual General Meeting. The proxy designation form can be found on the Membership Elections and Operating Documents pages of the CEW website (ecotoxcan.ca).

As votes will be tallied by the Elections Committee, the results will be posted on the CEW website within one (1) week of the election.