

DRAFT 2

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Nominations	POLICY # 2.0
Date Approved	March 13, 2007
Date Revised	

POLICY

Nominations will be accepted from voting members of CSHP only and are to be submitted in writing to the President of CSHP BC Branch **at least 45 days** prior to the date of the Annual General Meeting (AGM).

Nominations **will be accepted from the floor** during the Annual General Meeting.

DEFINITIONS

- **Nomination:** A nomination is the act of officially naming a candidate to the CSHP BC Branch Executive Council

PROCEDURES

1. A call for nomination will be issued by the CSHP BC Branch communication officer at least 45 days prior to the AGM.
2. Nominations must be submitted by a member in good standing, in writing using the attached form (Appendix A) and signed by the nominee.
3. Nomination form must be supported and signed by two other CSHP BC Branch members.
4. Nomination forms are to be faxed/mailed to the President.
5. All nominations will be reviewed by CSHP BC Branch President,

PRESENTATION OF NOMINATION AT THE ANNUAL GENERAL MEETING

1. The process for presentation of nominations at the AGM will be as follows:
 - a) Each nominee may be asked to give a two minutes speech.
 - b) If there are more than one nominee, a vote by the membership will take place.
 - c) The vote will be counted by members of the Programs Committee.
 - d) The nominated candidate cannot be involved in the counting process.
 - e) If there is only one nomination, the nominee will be announced immediately by acclamation.
 - f) If the vote count differential is less than 5, a recount will be done.
 - g) If voting takes place, the candidate receiving a majority of the cast ballots shall be declared elected.
 - h) The announcement of the successful candidate will be reviewed once the votes are counted.

GUIDELINES FOR NOMINATIONS

1. Nominations are required for voting positions on the CSHP BC Branch Council.
2. Nominees must be a current CSHP BC Branch member.
3. Self Nomination is permitted.
4. Nominations must be submitted in writing.
5. Nominees should read the Terms of Reference on the website.
6. Nominees should try their best to be present at the Annual General Meeting.
7. Two CSHP members in good standing should sign and support the nominee.
8. Previous experience is not required except for the National Delegate (see TOR for National Delegate).
9. Nominations from the floor is permitted during AGM.
10. Nominees will be notified by the President to prepare a two –minute speech at the AGM.

APPENDIX A

**CSHP BC Branch Executive Council _____
NOMINATION FORM**

Please fill out the following information and return to the BC Branch President,
_____, by _____

POSITION: (Please check one):

- President-Elect (Vision portfolio)
- Programs Chairperson
- Secretary
- Treasurer
- National Delegate

NOMINATION:

We, the undersigned active members of the BC Branch of the Canadian Society of Hospital Pharmacists, hereby nominate:

(Name)

(Signature)

(Address)

e-mail address : _____

for the above noted position.

(Name)

(Signature)

(Name)

(Signature)

Date:

Return Form to:

CSHP BC Branch President

At:-

