



Human Resources  
Professionals  
Association

# Chapter Board Nomination Information Package 2019 Chapter Board Election

September 9, 2019



## TABLE OF CONTENTS

Section	Page
Introduction	3
Nomination and Election Process and Timing	4
Important Information for Chapter Board Candidates in the 2019 Election	5

Dear Member:

Thank you for your interest in becoming a Chapter Board of Director of the Human Resources Professionals Association (HRPA).

This package contains a link to the Official Nomination and Candidate Application Form, provides information about the nomination and election process and candidate eligibility criteria.

Individuals volunteering their time and expertise, provide an important service to HRPA and the Chapters, they are helping the Chapter further its mandate to, promote and increase the knowledge, skill and proficiency of members of the Association, firms and students in accordance with clause (b) of the Objects of the Association as set out in section 4 of the Act.

If you have any questions about the enclosed information, you may speak with our Chapter Elections Officer at [bverma@hrpa.ca](mailto:bverma@hrpa.ca) or the Chapter Nominating Committee chair at [elections@hrpasarnia.ca](mailto:elections@hrpasarnia.ca).

**Yours truly,**

Lisa Isaac, CHRL  
Chair, Chapter Nominating Committee  
Sarnia Chapter

## NOMINATION PROCESS AND TIMING

STEP NO.	STEP	DATE
1.	Chapter Elections Officer shall provide each Voting Member with notice of the nomination election and shall notify each Member eligible to vote of the relevant dates and processes.	September 11, 2019
2.	<p>Application of each individual for election shall:</p> <ul style="list-style-type: none"> <li>• Be completed on iVolunteer</li> <li>• include a biographical statement of qualifications</li> </ul> <p>The Chapter Elections Officer shall forward all properly completed applications to the Chapter Nomination Committee (CNC) for each Chapter.</p>	October 2, 2019
3.	The CNC will notify Nominees of their eligibility for election based on their application or their ineligibility for election based on their application.	October 9, 2019
4.	Rejected Nominees re: item 3 may appeal to the appeal committee. See *4a for appeals process	October 16, 2019
5.	Any Nominee may request the withdrawal of his or her own name or any Candidate may request the removal of his or her own name from the ballot.	October 16, 2019
6.	Chapter Elections Officer updates Candidate Information page on the Chapter Leadership page and prepares online ballot.	October 18, 2019
7.	Date of Mailing ballots or announcing Acclamation	October 21, 2019
8.	If required, election voting shall commence	October 21, 2019
9.	Election voting ends at 5:00 p.m. EDST.	November 11, 2019
10.	The CNC shall notify Chapter Members of the results of the Chapter Directors' election, publishing the names of those Chapter Members and Registered Students who were elected or acclaimed to the Chapter Board, within three days of the acclamation or the close of the Chapter Director Election (whichever applies).	November 14, 2019

\*If there is a candidate that wishes to appeal their rejection of application, the elections calendar is pushed forward by 2 weeks to go through the Appeals Process:

4a	<p>Appeals Committee shall render its decision regarding item 5</p> <ul style="list-style-type: none"> <li>• If appeal is granted, the Nominee shall be added to the list of candidates;</li> <li>• If appeal is not granted, the rejected Nominee shall not be added to the list of Candidate</li> </ul>	2 weeks from date of rejection
----	---	--------------------------------

## IMPORTANT INFORMATION FOR BOARD CANDIDATES IN THE 2019 ELECTION

### Positions Available

In accordance with the *Chapter Governance and Operating Terms*, this year, members entitled to vote will be electing to fill up to one (1) Chapter Board Director. The position will be elected for a three-year term, commencing at the Chapters Annual Meeting in 2019.

### Time Commitment

Below is an estimate of the amount of time necessary to fulfill your role as a Chapter Board of Director. Each Chapter director is expected to prepare for and attend Board meetings. Each Chapter Director may be a Chair of a Committee (depending on size of Chapter). Most Committees meet four to five times per year (depending on size of Chapter).

Item	Minimum Estimated Time (not including travel)
Chapter Board meeting	There is a minimum of 6 Chapter Board meetings per year, with a maximum of 10 Chapter Board meetings per year. Chapter Board meetings can last between 3 and 4 hours per meeting. The meetings are held either in person or by teleconference or videoconference.
Complete Chapter Board Training	4 hours
Committees	Depending on the size of the Chapter, there are approximately four (4) meetings per year that may last between 2 – 4 hours. (Most are held by teleconference).
Prepare Committee Agenda	1 – 2 hours per meeting
Annual Meeting	Chapter ABM is typically held before May 15 each year.
Chapter Board planning sessions	One every year in the Summer
Annual Conference	Typically a three-day commitment in January or February. (This is not a mandatory commitment).
Monthly or Quarterly Chapter Operations Calls	Up to 1 hour a month. (This is not a mandatory commitment).

### Remuneration

Chapter Directors shall serve without remuneration; provided, however, that Chapter Directors shall be entitled to be reimbursed for reasonable expenses incurred in carrying out their duties in accordance with the Association's Travel, Hotel and Accommodation Policy.

### Expenses

Chapter Board and Committee related expenses are covered by the Association as per HRPAs Travel, Hotel and Accommodation Policy.