



Nova Scotia Native Women's Association

Community Election Protocols

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Membership:

The Nova Scotia Native Women’s Association is governed by a Board of Directors that consist of 16 Members representing the follow communities.

1) Acadia
2) Annapolis Valley
3) Bear River
4) Eskasoni
5) Glooscap
6) Membertou
7) Millbrook
8) Paq’tnkek
9) Pictou Landing
10) Potlotek
11) Sipekne’katik
12) Wagmatcook
13) Waycobah
14) Off Reserve- Region (Cape Breton, Victoria, Richmond, Inverness County)
15) Off Reserve-Region (Hants, Halifax, Cumberland, Antigonish, Colchester)
16) Off Reserve-Region (Lunenburg, Queens, Shelburne, Yarmouth, Digby, Annapolis, Kings)

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- Each Community listed above is required to hold an election to appoint their community designates every two years.
 - Community Elections must occur six (6) months prior to the NSNWA General Assembly.
 - Common notice of elections dates for communities will be placed in Mi'kmaq Maliseet Nation News, social media sites and the NSNWA website.

NSNWA Community President/Vice President/Secretary/ Treasurer

- a) The Community positions must be a Mi'kmaq/Aboriginal woman and shall be elected at a meeting of their respective communities meeting.
- b) To be elected, the candidate must be a delegate of one of the communities in the province of Nova Scotia or which she resides.
- c) The president of the community will be elected if she receives the majority of votes from the eligible voters at community meeting.
- d) The Community President and executive positions shall be elected for a term of two years.

Notification of Community Election for NSNWA

- a) Existing Community President/Representative will post notifications at least 30 days before the elections.
- b) Notifications should be posted in several communication methods, examples are Flyers/Posters/Facebook/Twitter/ etc.
- c) Must notify head office of dates for community election 45 days prior to allow advertisement posting in Mi'kmaq Maliseet Nation News and NSNWA Website.

Nomination of Candidates

- a) The Executive Director of Organization may serve as the Electoral Officer at the community elections for NSNWA. The Electoral Officer is also responsible for managing and conducting the nomination meeting.
- b) At the time and place set for the nomination meeting, the Electoral Officer shall declare the nomination meeting open for the purpose of receiving the nomination of candidates for the available for community Election positions of (President, Vice President, Secretary, Treasurer).
- c) At the end of the nomination meeting, the Electoral Officer shall read aloud all nominations and secondments that have been received by mail, orally or delivered in person.
- d) The nomination meeting shall remain open to accept nominations for 1 hour.
- e) At the end of the nomination meeting, the electoral officer shall:

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- (a) if only one person has been nominated for election as Co-Chair, declare that person to be elected;
 - (b) if the number of persons nominated to serve as Directors-at-Large does not exceed the number to be elected, declare those persons to be elected; and
 - (c) Where more than the required number of persons are nominated for election as Directors, announce that an election will be held.

Candidacy

- a) Only persons who meet the requirements of a candidate as set out in the NSNWA bylaws Membership and these procedures may be nominated as a candidate.
- b) A person may only be a candidate for one of the Community Elections Positions (President, Vice President, Secretary, and Treasurer) in any election.
- c) Nominee must be present at the nomination meeting, and she shall verbally agree to the acceptance of their nomination to the electoral officer.

Ballots

The Electoral Officer shall prepare ballot papers setting out:

- (a) the names of the candidates nominated for election as President, Vice President, Secretary, Treasurer in alphabetical order by surname; and
- (b) Where two or more candidates have the same name, the electoral officer shall add to the ballots such additional information as is necessary to distinguish between those candidates. The ballot may, at the request of the candidate, include a candidate's commonly used nickname.

Voting Process

Voting shall be by secret ballot. Voting will occur the day after the nomination meeting. The voting poll will be open for 4 hours only during the day.

Voting Procedure

Each person, on arriving at the polling station, shall give his name to the electoral officer or designated alternate.

After receiving a ballot, an elector shall:

- (a) Immediately proceed to the compartment provided for marking ballots;
- (b) mark the ballot by placing an "X" or other mark that clearly indicates the elector's choice but does not identify the elector opposite the name of the candidate or candidates for whom he desires to vote;



(c) Fold the ballot in a manner that conceals the names of the candidates and any marks; and

(d) Deliver the ballot to the electoral officer or designate

The Electoral Officer(s) will verify that each elector is qualified to vote and ensure that each elector casts the number of votes available. The Electoral Officer will count the votes (and verify, if necessary) after the polls have closed and verbally read the results to the Community members on the afternoon of the community meeting.

Counting the Ballots

The electoral officer or deputy electoral officer shall supply other deputy electoral officers and all persons present and who so request with a tally sheet to keep their own tally of the votes.

The electoral officer or deputy electoral officer shall call out the names of the candidates for whom the votes were cast on all valid ballots.

A deputy electoral officer shall mark a tally sheet in accordance with the names being called out, for the purpose of arriving at the total number of votes cast for each candidate.

Ballots not counted

In examining the ballots, the electoral officer or deputy electoral officer must reject any ballots that:

- (a.) do not give a clear indication of the elector's intention;
- (b) Contain more votes than there are candidates to be elected; or
- (d) Contain a mark by which the voter can be identified.

The electoral officer or deputy electoral officer shall attach a note to each ballot which outlines the reason for rejection.

Tie

If it is not possible to determine the successful candidate(s) position due to an equal number of votes being cast (i.e., tie vote), the electoral officer shall establish a time for the conduct of a recount and publicly announce this time in the presence of all those present in the polling station.

A recount conducted must take place within 1 hour of the announcement by the electoral officer made, in the presence the candidates who wish to attend.

At the time established, the electoral officer shall conduct a recount of the valid ballots.

If the recount fails to determine a successful candidate, the electoral officer shall cast ballots in order to break the tie. The electoral officer shall place the names of the candidates having the same number of votes on a paper and place each in a receptacle. Without looking, he shall draw as many papers as there are positions available. The candidate(s) whose name(s) appear on the pieces of paper the electoral officer has drawn from the receptacle shall constitute the candidate(s) for whom the electoral officer shall cast a vote.

Post-Election Procedures

Announcement: After completing the counting of the votes and establishing the successful candidates, the electoral officer shall declare to be elected the candidates or candidates having the highest number of votes.

Following the declaration of elected candidates, the electoral officer shall complete and sign an election report and provide it to the President of NSNWA which shall contain:

- (a) The names of all candidates;
- (b) The number of ballots cast for each; and
- (c) The number of rejected ballots.

Retentions of Ballots and Other Election Material

The electoral officer shall deposit all ballot papers in sealed envelopes, including those rejected, spoiled and unused, and the Nova Scotia Native Women's Association shall retain these ballots and all materials in connection with the election.

All ballots and materials retained shall be retained for 45 days from the date on which the election was held, after which time NSNWA may, unless directed otherwise by the Board of Directors, destroy them

Registrar

Within 14 days of the community elections, the community Presidents name, address, occupations will be forwarded to the Joint Registrar of Stock to notify them of the change to the Board of Directors for NSNWA.