



NOMINATION & ELECTION OF BOARD MEMBERS

An Overview and Explanation of the Process

The following information has been extracted from Section 12 of the current CKC *By-laws* governing elections. The information provided below has been paraphrased to simplify reading and understanding of the requirements. At all times, the content of the actual *By-laws* shall govern with respect to this process.

A. NUMBER OF BOARD MEMBERS TO BE ELECTED

1. Twelve (12) Board Members shall be elected for the 2024-2026 term in the manner prescribed by the *By-laws*. The year 2023 shall be an election year.
2. Each Board Member shall be elected on the vote of those members who are eligible to vote in each electoral zone. For the purpose of this election, those zones shall be as follows:

- Zone 1** Newfoundland and Labrador & Nova Scotia
- Zone 2** Prince Edward Island & New Brunswick
- Zone 3** Quebec
- Zone 4** Ontario North
- Zone 5** Ontario East
- Zone 6** Ontario West
- Zone 7** Ontario Central
- Zone 8** Manitoba
- Zone 9** Saskatchewan
- Zone 10** Alberta, Northwest Territories & Nunavut
- Zone 11** British Columbia – Southwest
- Zone 12** British Columbia – Interior & Yukon

B. VOTER ELIGIBILITY

1. In order to be eligible to vote, nominate, or be elected or appointed to office, a member must meet all of the following requirements on the date the Official Voters List is created and on the date the ballots are mailed:
 - a) be a member in good standing;
 - b) be a resident of the respective electoral zone;
 - c) have completed one (1) year continuous membership in the Club; and
 - d) have attained the age of nineteen (19) years.

2. To confirm your eligibility or to update your contact information, simply login to the CKC Portal, under the *My CKC* tab to access *My Profile*. If you require further assistance, you may contact our Live Chat support which can be accessed through the CKC Homepage and CKC Portal from 9:00 a.m. to 5:00 p.m. ET, or call 416-675-5511 or 1-855-DOGSCKC (1-855-364-7252). Deadline for revisions to the voters list is October 14, 2023.

3. ADMINISTRATION OF THE ELECTION

1. The accounting firm of BDO Canada LLP has been officially appointed to act as the independent and impartial Election Commission. It will be solely responsible for all administration and tabulation of the entire process, including nominations, election and results.
2. The Executive Director of the CKC shall be responsible for assisting the Election Commission and performing those functions as designated in the *By-laws*.

D. NOMINATION PROCEDURE

1. Only members entitled to vote (see item B) are eligible to nominate and second a candidate for Board Member. The nominator and seconder must reside within the electoral zone for which the candidate is being nominated. The person being nominated must also reside within the electoral zone for which he/she is being nominated.
2. Any member in receipt of salary, wages, commission, bonus or any form of emolument from the Club may not move or second a nomination, be nominated, stand for election or be elected as a Board member. This does not pertain to those members who may be paid a per diem or receive reimbursement for expenses in accordance with established policy.

3. Nominees are required to complete the following nomination paper in its entirety. All nomination papers must be signed by two (2) eligible members, as well as the nominee.
4. Completed nomination papers should be mailed postage prepaid to the Election Commission at the following address and they must be received by the Election Commission no later than 5:00 p.m. on September 1, 2023. Nominations received after that date will not be considered under any circumstances.

Mail completed nomination papers to:

360 Oakville Place Drive,
Suite 500, Oakville,
Ontario L6H 6K8
OR

Submitted Electronically to Election Commissioner:
msconci@bdo.ca

5. Upon receipt of nomination papers, the Election Commission shall verify that the nomination paper is in order by determining that the nominators and nominee all appear on the Official List of Voters for the appropriate zone and that the nominee has formally accepted the nomination by applying his/her signature to the form.
6. Within five (5) days of receipt, the Election Commission will provide the nominee with written confirmation that his/her nomination has been received and accepted. Each nominee will also be provided with a master list of all nominees as soon as reasonably possible following the close of nominations at 5:00 p.m. on September 1, 2023. This will also be accompanied by a letter stating that if candidates wish to withdraw, they may do so in writing no later than 5:00 p.m. on September 8, 2023, otherwise their names will appear on the ballots.

E. ELECTION PROCEDURES

1. At least fifteen (15) days prior to distributing the ballots, the Executive Director shall deliver the certified list of eligible voters to the Election Commission.
2. By October 30, 2023, or as soon thereafter as is practicable, the Election Commission shall ensure that every voting member has access to an electronic ballot or a paper ballot if the paper ballot is requested *before* October 15, 2023.
3. Voting members may vote any time from November 1 to November 30, 2023. Any member who chooses to vote by paper ballot must return

the marked ballot to the Election Commission so that it is received by November 30, 2023.

F. REPORTING RESULTS

1. Upon the poll's closing, the Election Commission shall tabulate the votes.
2. The Election Commission, as soon as is practical thereafter, shall furnish the Executive Director with a report of the election which shall be certified by the affidavit of a member of the Election Commission. Such report shall set forth the number of votes cast for each candidate in each zone. If applicable, names of all persons elected by acclamation and all zones for which no nominations had been received and the results, if applicable, of any "write-in votes".
3. Upon receipt of the above report, the Executive Director shall provide each candidate for office with a copy of the report.
4. The Election Commission shall preserve all ballots cast until April 1, 2024, when they shall be destroyed.
5. An Election Report shall be subject to review at the next Annual General Meeting following the election.