



**Procedure for Election of Board of Director (BOD) 2019  
Nomination committee**

- 1) The Board of Director of CAO V appoints Mr. Heng Chau to be chair of the nomination and election Committee for CAO V election of BOD for 2019 - 2021.
- 2) Members of the Nomination and Election Committee are not entitled to run for BOD of CAO V.
- 3) Numbers of BOD to be elected: 7
- 4) The Nominations Committee to announce through CAO V web site, email etc of the Election, and solicit for candidates for BOD
- 5) Nominations Committee to receive candidate registration from the community no later than 10 days prior to-Election Day. The committee will compile list of candidates who consented and meet the requirement to stand for election as the BOD.
  - BOD Candidacy Requirements:
    - o Class A Membership – registered for a minimum of 10 days
    - o Must be aged 18 or older on Election Day
- 6) The Nomination Committee shall present to the Board of Directors and the Election Committee, no later than seven days preceding the election date, a list of nominees who have consented and deemed qualified to stand for elections as Directors.
- 7) Candidates registration deadline is 10 days prior the date of election. Registration received after this date deemed not qualified.
- 8) The Nomination Committee to receive from CAO V no later then 15 days prior the Election Day a list of (class A) membership who are eligible to be candidate and entitle to vote.

**Procedure for DAY of Election**

- 1) The Chair/ Chief Electoral Officer of the Election Committee will call the Election to Order.
- 2) Confirm the number of vacancy to be filled and provide list of eligible candidates and members who entitled to vote.
- 3) The Election Committee shall present to the membership at the Election Day the list of nominees for election to the Board of Directors.
- 4) Should the total number of nomination received is more than the vacancies; the election will be carried out.

- 5) Should the number of candidates less than the Board vacancy, the Chair/ Chief Electoral Officer of Election committee shall then call for nominations from the floor and may receive in nomination the name of anyone who has been an Active Member for a period of at least thirty (30) days prior to the Election and whose consent to stand for Election has been given.
- 6) Each candidate MUST BE PRESENT and will have TWO MINUTES to highlight his/ her qualification for the Board of Directors.
- 7) Each candidate will be assigned a number. A flip chart will display the candidate name and the associated number.
- 8) The Election Committee is responsible for providing ballots to the eligible voters.
- 9) Eligible voters are active members, over 18 year of age, registered and present. Verified by ID and membership list. Eligible voters will be provided with a ballot at the beginning of the Election. They mark a number correspond to the number assigned to the candidate that they wish to elect then placed in the ballot box.
- 10) Illegible ballot (determined by election committee) will be voided and counted as a spoiled ballot.
- 11) The Chair/ Chief Electoral Officer of Election shall declare the candidates receiving the highest number of votes to be duly elected to the BOD of CAO.V.
- 12) In the event that there are equal numbers of vote for 2 or more candidates and there is only 1 vacancy, a recast of votes will be necessary to determine the clear winner.
- 13) Should any complications arise during the election; the Nomination/ Election Committee have the authority to make the final decision to resolve the issue.

This document is prepared by the CAO.V BOD and passed in a motion by the BOD on May 8<sup>th</sup> 2019 for used by nomination and election committee for 2019 election process.

Vuthy, Lay

President, Cambodian Association of the Ottawa Valley

Bun Bokhara

Vice-President, Cambodian Association of the Ottawa Valley