



The Institute of Chartered Accountants of India

TORONTO CHAPTER



Managing Committee Elections

Administrative Process



Election of Managing Committee

1. An election of the members of Managing Committee shall be held every three years at the Chapter's Annual General Meeting, except that in the case of any vacancy or vacancies occurring on the Managing Committee, the members of the Managing Committee may appoint any member to fill any vacancy or vacancies.
2. The Managing Committee of the Chapter will comprise of eight (8) elected members.
3. The Managing Committee shall fix the date and time for the close of nominations for the election of Managing Committee, provided that such date shall not be later than 21 days prior to the date of the Annual General Meeting, excluding the date of such meeting.
4. The Managing Committee shall appoint an Election Committee, who will be responsible to ensure the election process is free and fair. The Election Committee shall be in-charge of all arrangements connected with such elections, including counting of votes on the date of election, determining invalid votes and announcing of the results. One member of the Election Committee will act as the Chair of the Committee. The Election Committee cannot be a prospective candidate in the election process.
5. The Managing Committee shall adopt procedures as laid out in this document by which only members of the Chapter will cast ballots, such that only one ballot is confidentially recorded for a member by a paper ballot in person at the Annual General Meeting and lodged with the Election Committee. Neither postal ballot nor proxy will be allowed. The validity of a member in consultation will be confirmed by the Election Committee Chair in consultation with the Election Committee by reference to the Chapter membership database.
6. Not later than 60 days prior to the AGM, the Secretary shall send a notice to all members in good standing as defined in the election notification document calling for nominations of candidates for election indicating that each such nomination shall be:
 - a) Made in writing and signed by two nominators;
 - b) Assented to in writing by the nominee; and
 - c) Lodged with the Election Committee Chair by a date that is not later than the last date of nominations.
7. The Election Committee will review the nomination for completeness and accuracy and confirm to the nominee that the nomination of a member is valid. In case the nomination is incomplete or contains incorrect information, the Election Committee may approach a candidate and seek any further clarifications, if necessary, and provide one day notice to the candidate to amend and/or rectify the application in order to comply with the requirements per the election notification as well as per the Managing Committee Candidate Profile Form.
8. The Election Committee Chair of the Chapter will act as the liaison person for the Election process and all such correspondence to the candidate will be sent by the Election Committee. On review of the revised submission, the Election Committee, will make its review and decision. The Election Committee will meet and conclude on the concerned nomination and pass an appropriate resolution to that effect. The Election Committee Chair will send out the Election Committee decision to the concerned nominee. The Election Committee's decision will be final. The out-going Board members will not have access to the nominations and will not be privy to the submitted applications.
9. In case a nominee wishes to withdraw his/her nomination for the membership to the Managing Committee, he/she can do so in writing to the Election Committee Chair by June 12, 2021 so as to enable the Election Committee to compile the final list of candidates for the ballot paper to be issued at the AGM.
10. The Election Committee shall send to each member not later than 21 days prior to the date of Annual General Meeting, excluding such date:
 - a) An intimation to the number and the names of all valid candidates who have been nominated in accordance with the provisions of clause (6) of this document; and
 - b) Details of the procedure for voting as adopted by the Managing Committee pursuant to clause (5) of this document along with complete nomination packages of the valid nominee candidates.



- c) Where the number of valid candidates for the Managing Committee is equal to or less than the number of vacancies, all candidates will be elected unopposed and there would be no need for an election at the Annual General Meeting. In such a scenario, the Election Committee Chair shall inform the members accordingly.
11. Each Chapter member who, is a member for the previous fiscal year (ending March 31) and has paid their membership dues for the current fiscal year by the date of May 19, 2021 and his or her rights and privileges of membership have not been suspended pursuant to any provision of this document is eligible to vote for the elections at the AGM. New Chapter members, who have become members of the Chapter and have paid the fees by May 19, 2021 of the current fiscal year, are also eligible to vote for the elections at the AGM. The Managing Committee will review this clause every year, as necessary.
12. Ballots shall be cast in accordance with the procedure adopted by the Election Committee pursuant to clause (5) of this bylaw.
13. Election Procedure: The following procedure shall be followed for the elections:
- a) A member will register upon arrival at the AGM and the registration desk will confirm if the member is a member in good standing.
 - b) Before the start of the elections, the empty ballot box will be shown to all the candidates and then sealed by the Election Committee.
 - c) The member will then be given a ballot paper which will have the names of all candidates in alphabetical order sorted by candidate's last names.
 - d) The member needs to put an "X" mark against the names of the individuals that they are voting to the Managing Committee.
 - e) In order for the ballot to be valid, a member needs to put an "X" mark against as many candidates as the number of vacancies. For e.g. if there are eight (8) vacancies, members need to select eight (8) candidates. Any ballot with either less than or more than eight (8) "X" marks will be rejected.
 - f) A member will be provided space where they can confidentially record the ballot.
 - g) The ballot will be folded and dropped in the ballot box with the Election Committee.
14. Following the close of balloting at the Annual General Meeting:
- a) Results of the election showing the total votes cast for each candidate shall be prepared, signed and delivered by the Election Committee appointed in accordance with clause (4) of this bylaw; and
 - b) A tie between the candidates shall be broken by a lot drawn by the Election Committee Chair. An announcement shall be made by the Election Committee Chair informing the members present at the AGM of the candidates who have been elected to the Managing Committee at the conclusion of the Annual General Meeting. The announcement shall include the number of votes received by each candidate.
15. The results of the election prepared and the ballot papers used and unused as well as all other voting papers, documents and records shall be destroyed at the conclusion of the Annual General Meeting in the presence of the Chair, Elections Committee. A resolution to this effect shall be initiated by the Secretary of the Chapter at the Annual General Meeting. The passing of this resolution will conclude the role of the Elections Committee.
16. Elections and appointments of officer bearers:
As soon as reasonably practicable following the election, the new Managing Committee shall meet and shall elect from its members a Chair, a Vice Chair and such other office bearer as it may deem appropriate. These members shall be the elected officers of the Toronto Chapter and, shall act as an Executive Group on behalf of the Managing Committee.

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