

## **Branch #25**

### **2021 Election Plan**

#### **Summary**

Branch #25 Vernon has insufficient executive to have a quorum and has been instructed by BC Command to hold an election. The election will be held in a hall that has a seating capacity of 125 people and 4 exits on June 5<sup>th</sup>, after COVID restrictions are expected to be lifted. Members will be contacted and advised of the election. The nominating committee will solicit nominations for all positions, and post two weeks prior to the election date.

#### **Need for Election:**

##### **Our reason for wanting to hold an election is:**

Our Vice President and Past President have resigned leaving only 5 remaining elected executive. We currently do not have a 1st or 2nd Vice President at our branch. We have several additional vacancies that need to be filled, as a result of some of our officers leaving due to health reasons. I understand that many activities are curtailed due to COVID 19; however, the branch needs to continue to operate and we need to have sufficient persons to sign cheques when required.

##### **Nominations Process**

Our **Nominating Committee** members are: Stella Sophonow, Giselle Wright and Ron Heuman

Notices will be posted on the Legion's website and facebook page. All members will be called by the nominating committee.

**List of current nominees to date (these are members in good standing who have confirmed their willingness to stand for office, so far, at our Branch.)**

President: Bill Balcaen

1<sup>st</sup> Vice President: Larry Dubray

Treasurer: Madelaine Johnston, Correen Jenner

Directors: John Miller, Michelle Sawchuk, Dale Sawchuk, Dave Petrushuk, Cassandra Belanger-Menzel, Sandra Patterson, Bev Downey, Cal Barrett, Sharon Balcaen, Doug Watts

##### **Process for Informing the Membership of Nominations and Upcoming Election:**

Our Branch struck a nomination committee On April 9 2021 and they have provided us the names. This committee identified several people who wanted to put their names forward for election (see above list); they did their due diligence and ensured they were eligible according to our Branch by-laws.

Our plan is to send a letter out to the membership via email announcing the call for nominations and election, which will include the election date, a nomination form (to be submitted by the indicated deadline), where we will ask them to put their names forward if interested, or nominate someone who may wish to run for a

position. **(The intent is to send the letter on May 5th with a requirement to have all nominations in to be put on the board by May 22nd. That gives two weeks to have all nominations recognized and posted for viewing before the election on June 5<sup>th</sup>).**

After all nomination submissions have been received within the allotted period, and they have been vetted by the nominating committee, our elections officers and BC Yukon Command would be advised of the final candidates list. The election would then take place 2 weeks after notifying the membership of all current nominees. **Please note that the updated nominee list will be posted on the Branch's board for 2 weeks, right up until election day.**

### **Voting Format & COVID 19 Protocols**

Our election is to be held on a Saturday. An election window will be six hours from 10am to 4pm to allow people to come at different times and avoid crowding, should more time be required due to the number of members present it will be allowed until all members who are present have voted. We normally get a maximum of 25 people at meetings / elections.

Members will walk in the front door of the Legion with a mask on, which will be required to be worn throughout the entire voting process. Each voter will be asked to sign in and sanitize their hands and proceed to the hall. Only 20 voters will be allowed in the hall at one time, and will be required to maintain the six feet distancing, per COVID-19 guidelines. Once the voters have left, new voters will be allowed in and will follow the same procedures. **There will be no opportunity (available chairs) for sitting down or gathering, as the voting process should take very little time.**

Upon entry into the building, each member will approach the voting staff and provide ID to confirm their membership, contact information, and that they are in good standing to vote. If eligible, the voter will then be handed a ballot with instructions on how to fill it out, and will be directed to where the voting station is. Voting stations will be sanitized before and after use. Once the voter marks the ballot, they will then be guided to a locked box where they will be required to insert their ballot. The hall will be marked with signs and arrows showing the flow of movement needed. There will be a separate entrance and exit to avoid any unnecessary choke points or congregations. Washrooms will not be available.

Our **Election Officials** will be Matthew Fowler, President RCL #62 (Head Elections Officer), Fern Dupont and Deborah Zukowsky. These individuals will be in charge of counting the votes. Upon conclusion of the election and voting results, the latter will be posted on the Branch's window for members to view (even after hours). Follow-up results will also be announced in the local newspaper, our website and Facebook. For those who cannot access these media, the results will be recorded on the Legion's answering service for a minimum of 3 days.

### **Facility & Flow**

The legion office is located in the basement of the Fraternal Order of Eagles #3557, Vernon. The FOE has confirmed use of its 125 seating capacity hall to hold the elections. The front double doors are ground level, with 4 stairs up to the hall entrance through the lobby area. Bathrooms are to the right and will be closed. The hall entrance is double doors which will be both open, members will walk into a table with one election official, masked and behind plexiglass. The floor will be marked with 6 ft spacing

from the parking lot through to the hall entrance and further through the hall. Members will receive a ballot that is pre-populated with the nominees names and a sanitized pen to mark their ballot. The second election official will direct the member to a sanitized voting station. The Head Elections Officer will oversee the whole process and direct members to the side double door exit which exits directly into the parking lot. No persons not wearing masks will be allowed into the building. All volunteers will be masked. Two volunteers will sanitizing polling stations between members.

### **Election Day Safety Plan**

We will have a COVID safety ambassador responsible for ensuring all COVID guidelines are followed, proper signage is in place and documentation made. The safety ambassador along with the elections team will prepare the room, sanitize all surfaces. All doors will be propped open to avoid contact surfaces. Worksafe BC Safety Plan Guidelines will be followed. Signage put up for social distancing and wearing of masks. Communication about the election will include COVID safety requirements for all members to adhere to ahead of time.