

BCAAFC | BC Association of  
Aboriginal Friendship Centres

# Registration and Nomination Process

BCAAFC Meetings  
September 22-23, 2017  
Prestige Hotel, Vernon, BC

---

## Background

During the scheduled meetings of September 22-23, 2017, the BCAAFC will convene both a meeting of the Board of Directors, as well as the Annual General Meeting of the Membership. In addition, there are different types of nomination and election processes occurring at the same time.

As such, there are several registration, nomination and credentials forms to be completed. This document seeks to clearly define the process and necessary documentation. All information, deadlines and documentation can be found at [www.bcaafc.com](http://www.bcaafc.com), and documents can be submitted to the Executive Coordinator, Ivy Shaughnessy, [ivys@bcaafc.com](mailto:ivys@bcaafc.com).

## Registration

### Board Meeting, Friday, September 22, 9:00am to 12:00pm

Registration for the Board meeting can be completed [online](#). Only those on the current list of Directors, available online, may vote at the BCAAFC Board Meeting, however Observers are welcome. Through the online process you can confirm attendance of the Director from your Centre, as well as add Observers.

If you would like to change your listed Director you must submit a Change Director Credentials Form to the Executive Coordinator by **Friday, September 8, 2017**.

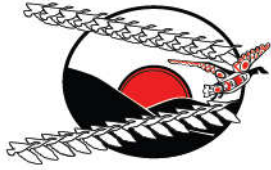
### BCAAFC Annual General Meeting, Sept. 22, 12:00pm-5:00pm, Sept. 23, 9:00am-5:00pm

Registration for the BCAAFC AGM can be completed [online](#). Each Member Friendship Centre is entitled to register one (1) person to act as the Member Representative for the duration of the meeting. Only those registered as the Member Representative may vote at the BCAAFC AGM, however Observers are welcome. Registration is open until **Friday, September 15, 2017**.

### BC Aboriginal Foundation AGM, September 23, 2:00pm to 3:00pm

Registration for the Foundation AGM can be completed [online](#). Each Member Friendship Centre is entitled to register one (1) person to act as the Member Representative for the duration of the meeting. Only those registered as the Member Representative may vote at the Foundation AGM, however Observers are welcome.

As the Foundation AGM occurs within the timeline of the BCAAFC AGM, it is recommended that the same person be registered for both AGMs. Registration is open until **Friday, September 15, 2017**.



## **Nominations**

### Update

On Friday, August 4<sup>th</sup>, a Call for Officer Nominations was distributed to the Directors to deal with three (3) vacant Officer positions on the Executive Committee. Descriptions for these positions can be found online. This deadline for nominations has now been extended. BCAAFC is attempting to acquire quorum for a teleconference to make the necessary appointments, however should that not occur by the scheduled Board meeting of September 22, these nominations will be dealt with then.

### Nominations for Vacant Officer Positions

The Board of Directors has authority to make the nominations and appointments for the three (3) vacant Officer positions: 2<sup>nd</sup> Vice President, Treasurer and Secretary.

In order for a person to be successfully nominated to a vacated Officer position, they must:

- a. be a current BCAAFC Director (list available online)
- b. be nominated and seconded by current BCAAFC Directors
- c. accept the nomination, and
- d. have the support of their Member Centre to hold an Officer position.

The following documentation will need to be sent to BCAAFC to complete a nomination:

1. Nomination Letter – From the nominator, stating who is being nominated and for what position.
2. Secunder Letter – From the person seconding the nomination, stating who is being nominated and for what position. The Nomination and Secunder letters can be combined into one letter.
3. Letter from the Member Centre – From the Board of the Member Centre stating who they support for nomination, and what position.
4. Acceptance of Nomination – From the nominee indicating their acceptance of the nomination.

Deadline for submission of all necessary documentation is **Friday, September 8, 2017**.

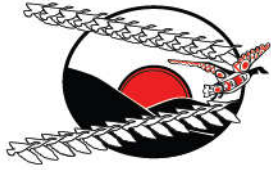
### Nomination of BCAAFC Directors

Each year at the AGM, the membership elects a slate of Directors comprised of one (1) representative from each Member Friendship Centre. The person on the current Directors list will remain in place until the end of the AGM, and the new Director (if there is a change) will take over authority at the close of the AGM.

Any Centre whose current Director holds an Officer position on the Executive Committee that is not up for election this year, must maintain the same Director, however they still need to submit a new paperwork. Each Centre can make their appointment by completing the Director Credentials Form by **Friday, September 15, 2017**.

### Nominations for Officer Positions with Ending Terms

The membership, through their Member Representatives, have the authority to make nominations and elect those Officer positions at the end of their two year term. These positions will be dealt with at the AGM, and include four (4) positions: 1<sup>st</sup> Vice President, Treasurer, Youth Representative and BC Representative to the NAFC Board. Position descriptions can be found online.



**BCAAFC | BC Association of  
Aboriginal Friendship Centres**

The nominations and elections for Officer positions whose terms are up, occur after the slate of Directors is elected, due to the fact that only those people newly elected as Directors can be nominated for Officer positions.

In order for a person to be successfully nominated for an Officer position, they must:

- a. be the appointed Director for their Member Centre, elected during the slate elections at the AGM 2017
- b. be nominated and seconded by current BCAAFC Directors
- c. accept the nomination, and
- d. have the support of their Member Centre to hold an Officer position.

The nominator and the seconders must be in attendance at the AGM and can provide their nomination and second verbally from the AGM floor. The nominee can accept the nomination verbally from the floor. The only necessary documentation to submit is as follows, and can be provided onsite at the AGM, or prior if desired:

1. Letter from the Member Centre – From the Board of the Member Centre stating who they support for nomination, and what position.

Deadline for submission of documentation is **Saturday, September 23, 2017**.