



## Election Procedures

*Approved June 7, 2024*

### Election Oversight

Pauktuutit is governed by a National Board of Directors (Board) comprised of elected members and Pauktuutit's Executive Director and Chief Operating Officer as non-voting members.

The Policies and Procedures Committee is accountable for the Nomination, Election, and Succession Planning Processes. The committee ensures vacant positions are posted in advance and supports the process of recommending opportunities to potential candidates. The committee is also responsible for conducting its search for candidates who can successfully fulfill the role of a director.

This includes the following responsibilities.

- Define nomination criteria, process, and required forms.
- Establish criteria to find the best candidates for each of the Regional Vacancies, including contributing to recruitment strategies.
- Outline processes and conduct elections, including the process for receiving and tabulating votes.
- Establish the voting process for Young Inuk and Inuk Woman of the Year, including evaluation criteria.
- The committee ensures that a list of qualified nominees that can represent a strong and balanced leadership is put forward for election to the Board of Directors.
- The Chair of the Election Committee ensures that votes are counted appropriately, and results are announced at the Annual General Meeting (AGM).
- Manage the Succession Planning process and alignment to the nomination of the Board Executive.
- Bring forward required changes to the Board of Directors for consideration and approval.
- Perform election duties fairly and faithfully.
- The Chair of the Policies and Procedures Committee (the vice-president of the Board of Directors) shall have oversight of the nomination and election processes.

### Minimum Consideration for Board Membership

- Any Inuk woman at least 18 years of age.
- Nominators must be from the same region as the candidate.
- Directors must reside within the region they represent.
- Education or experience that provides skills in the key areas outlined in the Board Skills Matrix, in particular, Inuit Knowledge, Governance, and Finance and Accounting.
- Values alignment with Pauktuutit.



## **Pauktuutit Inuit Women of Canada National Board of Directors Nomination Process**

Each Year, Pauktuutit will hold elections to fill any vacancies that exist in the regions that make up Pauktuutit's Board. Through the election process, Pauktuutit seeks strong leaders with diverse skills to govern organizational and business matters.

Successful candidates will be elected by a majority vote of Pauktuutit's Board of Directors at the Annual General Meeting.

Individuals wishing to be nominated must submit a [Nomination Form](#) along with supporting material to outline how they meet the requirements and highlight any of the skills identified in the Skills Matrix.

Supporting material includes:

- A biography or a recent resume
- A photo or short video

The information obtained through this process will help the board assess the best candidate to support short and long-term needs.

The Policies and Procedures Committee will assess nominations received by the deadline and will share confidentially for the consideration of the Board members and Delegates.

### **IMPORTANT DATES FOR OCTOBER 2024 AGM**

- August 6, 2024: Call for Nominations posted.
- September 16, 2024: Complete advanced Nominations and submit by 9am (ET).
- September 20, 2024: Valid Nominee names and bios sent to the Board for consideration.
- October 8 to October 10, 2024: Directors will be elected by majority vote from the Board members and Delegates at the Annual General Meeting.

Those elected will take office starting the first regular board meeting following the AGM.

**Appendix A – [Board Member General Role Description](#)**

**Appendix E – [Board of Directors Nomination form – External Candidate](#)**