



October 3, 2023

SKCA Board of Director Elections

The SKCA is seeking candidates to run for election to fill one two-year term as a Director-at-Large on the SKCA Board of Directors. **Nominations are now open, and will remain open until 4:30 p.m. on Wednesday, October 25, 2023.**

The successful candidate will join the SKCA Board of Directors at the 2023 SKCA Annual General Meeting, taking place in tandem with the Regina Construction Association's meeting on December 6, 2023 in Regina.

Interested in Running or Nominating?

If you are interested in serving on the SKCA Board, or nominating someone else, please [send an email](#) to SKCA's Chief Electoral Officer, Ryan Fredrickson at ryan@constructionsk.ca with the following information:

- Your name, job title, and company
- The nominees name, job title, and company

To become an official candidate, the nominee must accept the nomination by way of email to the Chief Electoral Officer and the eligibility of both the nominator and the nominee must be confirmed.

Eligibility

Candidates must:

- Be an employee of an active Full Member company; and
- Confirm their acceptance of the SKCA Board Code of Conduct.

Associate members are ineligible for nomination or to nominate others.

Elections Policy

The SKCA Elections Policy and Board Code of Conduct are available below.

For more information about the election, please contact us at (306) 653-1771.

Saskatchewan Construction Association
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Saskatchewan Construction Association (SKCA)

Election Policy

Approved: August 19, 2021

1. PRINCIPLES

- The following principles guide the development and future adjustment of the SKCA election policy. The policy is created to ensure that:
 - SKCA elections are conducted according to the requirements outlined in the SKCA bylaws; and
 - Elections are conducted in a transparent, fair, consistent and equitable manner.

2. DEFINITIONS

- *Full member* – The definition contained within the SKCA bylaws will be the official definition. For the purposes of this policy, a full member is any member granted voting rights according to the SKCA bylaws. The member is considered to be the company, and each member company is eligible to have one, and only one, vote in general elections.
- *General elections* – a general election is an election in which all full members of the SKCA are eligible for nomination and to vote. General elections are, according to SKCA bylaws, only to occur when electing members-at-large to the Board of Directors.
- *Board officer elections* – a Board officer election occurs as needed, and no less frequently than once per year, to elect the Board Chair and Vice-Chair.
- *Chief Electoral Officer* – the individual responsible for overseeing SKCA election processes and responsible for reporting to the SKCA Board and membership regarding the same. The Chief Electoral Officer shall be named by the Board of Directors.
- *Deputy Electoral Officers* – those individuals appointed by the Chief Electoral Officer to exercise any or all parts of the authority assigned to the Chief Electoral Officer and delegated by them to the Deputy Electoral Officers.
- *Presiding Electoral Officer* – the individual who is the senior Electoral Officer present and responsible for the conduct of an election.

3. CHIEF ELECTORAL OFFICER

- The SKCA Board of Directors shall appoint a Chief Electoral Officer.

- The Chief Electoral Officer shall be responsible for the execution and enforcement of this policy, for the conduct of all SKCA election processes, and for reporting on the same to the Board and to the SKCA membership as appropriate.
- The Chief Electoral Officer may delegate any or all portions of their duties to Deputy Electoral Officers as is necessary for the proper conduct of elections.
- The Chief Electoral Officer will be responsible for ensuring that any Deputy Electoral Officers are properly trained and equipped for the conduct of their assigned duties.

4. ESTABLISHING ELIGIBILITY

Eligibility to Vote

- As per the SKCA Bylaws, only Full Members are eligible to vote in elections.
- Each Full Member is entitled to one vote.
- In the case of board officer elections for the position of Chair and Vice-Chair, only members of the SKCA Board of Directors at the time of the election shall be eligible to vote. Each Board member shall have one vote.

Eligibility to Stand for Election

- For election to a Director-at-Large position, any employee of a Full Member company shall be eligible to seek nomination and stand for election.
- All candidates are required to (1) sign the Board Code of Conduct and (2) acknowledge they can meet attendance requirements as per the SKCA Board Calendar, including in-person attendance of the Board Retreat and at least 3 of 4 board meetings.
- For election to the Chair or Vice-Chair position, any member of the SKCA Board of Directors who, by the time they take office, will have completed at least one full year of service on the Board shall be eligible to seek nomination and stand for election.

5. NOMINATION PROCESS

General Elections

- Any employee of a Full Member company is eligible to nominate a candidate for election to a Director-at-Large position.
- Nominations must be received in writing, for which an email to the Chief Electoral Officer shall suffice, and must include the following:
 - The name, position, and company of the individual nominating a candidate, along with their contact information; and

- The name, position, and company of the individual being nominated, along with their contact information.
- Once a candidate has been nominated, they must acknowledge their willingness to stand for election. This acknowledgement must be provided in writing, for which an email to the Chief Electoral Officer shall suffice, and must include the following:
 - The name, position, and company of the individual accepting the nomination, along with their contact information; and
 - A clear indication that the individual is willing to stand for election and has read and is comfortable with this election policy.
- Once a candidate has been nominated, has accepted nomination, and is deemed eligible by the presiding Electoral Officer, they are considered an official candidate.
- Only official candidates will be included on the ballot.

Officer Elections

- At least 60 days before the SKCA Annual General Meeting, and subject to SKCA By-laws, the Board of Directors shall elect, from amongst its membership, the Chair and Vice-Chair for the subsequent year. These elected officers take office at the start of the next Board Governance Year.
- To be eligible to serve as an elected Officer of the Board, a member of the Board must have completed at least one full year of service on the Board. Directors may be elected to an Officer position if, by the time they take office, they will have completed one full year of service.
- The terms of office for the Chair and the Vice-Chair shall be for one year.
- The Vice-Chair shall be elected by the Board of Directors, from amongst its membership. Upon election, the Vice-Chair shall enter a “succession ladder”, and shall be appointed the following year, subject to approval by a simple majority of the Board of Directors and subject to the conditions herein, to the position of Chair.
- Upon completion of a term as Chair, the individual shall become the immediate Past-Chair, a position they shall occupy until they vacate it or the term of the next Chair is complete, whichever comes first.
- Should the Chair request, the Board of Directors may, with a 2/3 majority vote, confirm the Chair for a single one-year extension of the Chair’s term.
- In the event that the Board of Directors confirms a term extension for the Chair, the Vice-Chair, if willing, will remain in the Vice-Chair position and assume the Chair position, subject to approval by a simple majority of the Board of Directors, after completion of the one-year Chair extension.

- Upon election to an Officer position, the position previously occupied by a member of the Board of Directors shall be vacated. In the event that this position is appointed, the appropriate group will be asked to appoint another member. In the event that a Director-at-Large is elected as an officer, that position shall be elected in accordance with an elections policy established by the Board of Directors and in compliance with section 6.6 of SKCA By-laws.

6. ELECTION TIMELINES AND PROCESS

General Elections

- General elections, involving the possibility of a vote from every Full Member, shall occur for the purposes of election Directors-at-Large. The results of the general elections shall be announced at the Annual General Meeting (AGM) of the SKCA.
- Generally, nominations for open positions for a general election shall be declared open on September 1 of each year, or the first work day following that date. The Board shall have the authority to modify this date at their sole discretion, providing such modification is shared with members by notice no later than the first day of business following September 1.
- Nominations shall remain open for a period of six full weeks (not less than 42 days). The date for the closure of nominations shall be announced at the time that nominations are opened. Full members shall be notified of the nomination period at least twice by the SKCA during the time that nominations are open.
- If one or more candidates have been nominated for the open positions by the close of nominations, then nominations shall cease, and the election shall proceed to balloting.
- If no candidate has been nominated, or an insufficient number of candidates has been nominated, nominations shall remain open until the AGM, at which point the election shall be conducted in person.
- At the close of nominations, if the number of candidates is equal to the number of open positions, the nominated candidates shall be declared elected.
- At the close of nominations, if more than one candidate has been nominated, each candidate will be provided with the opportunity to share written information on why they should be elected. This information, which shall be provided to the SKCA by no later than two business days following the close of nominations, shall then be shared by the SKCA in a fair and equitable manner with all eligible voting members, by no later than three business days following the close of nominations.
- By no sooner than three business days, and no later than five business days following the close of nominations, the SKCA shall issue voting ballots to all eligible voting members. These ballots shall be provided in either electronic (preferably) or paper means.

- Members shall have no less than ten business days, and no more than fifteen business days, to complete and return their ballots. Ballots must be received by the SKCA by the end of the balloting period.
- In the event that the SKCA issues paper ballots, the SKCA shall also provide a postmarked return envelope, in which the voting member must seal their ballot.
- Voting may only be done in the prescribed manner, as outlined by the Chief Electoral Officer at the call for nominations. No proxy voting shall be allowed.
- To be successfully elected to a position in the case of general elections, a plurality of votes shall be considered sufficient.
- The Chief Electoral Officer, or presiding Electoral Officer, shall designate a time and a place for the tabulation of ballots in advance of the Annual General Meeting. All nominated candidates shall be informed of this time and place, and shall be eligible to have a representative present for the tabulation of ballots.
- Upon the completion of tabulation, the presiding Electoral Officer shall follow the procedures herein with respect to announcing results, recounts, and destruction of ballots.

Officer Elections

- Elections for the position of Chair and Vice-Chair shall be conducted no later than 60 days prior to the SKCA AGM, and generally speaking, shall occur at the regularly scheduled Fall meeting of the SKCA Board of Directors.
- At the regularly scheduled Summer meeting of the Board, the Board shall confirm the date for the election meeting. After the conclusion of that Summer meeting, nominations shall be open.
- Nominations will not close until the presiding Electoral Officer closes nominations at the election meeting.
- The election meeting of the Board may not proceed unless a quorum of Board members is present. As the Officer shall preside over the election meeting, the SKCA Chair shall be eligible to vote and shall be counted towards quorum.
- At the close of nominations, if only one candidate has been nominated, that candidate shall be declared elected.
- At the close of nominations, if more than one candidate has been nominated, each candidate will be invited by the Officer to speak to present Board members on the merits of their candidacy.
- After each candidate has been given the opportunity to speak, balloting shall be opened.

- Elections for the Chair and Vice-Chair shall be conducted by secret paper ballot. All members of the Board of Directors are eligible to vote, but in order to vote they must be present at the election meeting.
- The election for Chair shall be conducted first and separately from the election for Vice-Chair.
- To be successfully elected to either position, a candidate must receive 50%+1 of the votes cast.
- The names of all official candidates shall be prominently displayed throughout the balloting period.
- Each voting member of the Board shall be given a similarly sized and textured piece of paper. Each voting member shall write the names of the official candidates on their paper in the order of preference. In other words, the voting member shall place their preferred candidate's name first on the paper, followed by the second choice, and so on, until all of the candidates are listed.
- When all ballots have been collected, or the allotted time for balloting has expired (a maximum of fifteen minutes shall be allotted for balloting), balloting shall be closed by announcement of the presiding Electoral Officer.
- The Officer shall then proceed with the ballot count in a private location. Each official candidate is eligible to have a representative present for the counting of the ballots.
- In the event where more than two official candidates exist, the Officer shall use preferential balloting rules to tabulate the results. This means that the first choice (the top name) on each ballot shall be counted as one vote, and the results tabulated. If a candidate receives more than 50 per cent of the votes, then the count is concluded. If however no candidate secures enough votes, then the candidate with the lowest total count shall be dropped from each ballot (the results of each round of counting should be kept in writing for verification). With one fewer candidate to consider, a second count is conducted.
- The second count should look at any ballot for which the dropped candidate was the first choice, and count that ballot now for the second choice on the ballot. After all ballots are re-tabulated using this process, if no candidate still has enough votes to win, the candidate with the next lowest vote total is dropped for the third round of ballot counting.
- This process continues until one candidate has secured more than 50 per cent of the total votes cast.
- Once a candidate has a sufficient total of votes, the Officer shall follow the procedures contained herein with respect to announcing the results, recounts, and destruction of ballots.

7. ELECTRONIC BALLOTING

- Whenever feasible, the SKCA shall use electronic balloting for election purposes.
- Electronic balloting must be conducted in a manner that has been approved by the Chief Electoral Officer. The following conditions must apply for electronic balloting to be approved:
 - Voter anonymity must be assured;
 - All members must be provided with an alternative option for voting by paper ballot if preferred;
 - The results must be verifiable; and
 - The balloting mechanism must be reasonably secure against ballot stuffing, voter fraud, and tampering.

8. ANNOUNCING THE RESULTS

- After the votes have been tabulated, the presiding Electoral Officer will privately notify the candidates of the results. All the candidates shall be notified at the same time. In the event that a candidate is not available to be notified at the same time, they may designate a representative who can be notified in their place.
- In the event of a possible recount, the Officer will ask the unsuccessful candidates if they wish to challenge the results. If they do, a recount shall proceed as immediately as possible. If they do not wish to challenge, the Officer will announce the results publicly.
- If an automatic or possible recount occurs, upon the completion of the recount procedure, the Officer shall declare the results official and proceed to announce them publicly.

9. RECOUNT PROCEDURES

Automatic Recount

- In the event that after counting of the ballots, two or more candidates are within one per cent of each other in terms of vote totals, the presiding Electoral Officer shall immediately proceed to a recounting of the ballots.
- Following the automatic recount, the Officer shall notify the candidates privately (but at the same time) as to the results, and follow the procedures for announcing the results.

Possible Recount

- In the event that after counting of the ballots two or more candidates are separated in vote totals by more than one per cent, but are within five per cent, any of those candidates may request a recount of the ballots.

- If a request for a recount is valid and is made, the presiding Electoral Officer shall proceed immediately to a recount.
- Following the recount, the Officer shall follow the procedures for announcing the results.

General Recount Provisions

- As with ballot counting, each candidate is entitled to have a representative present during the recounting of ballots. The representative must not interfere with the recount procedures, and must remain silent unless directed otherwise by the presiding Electoral Officer.
- A recount may not trigger another recount. So for instance, if the first count indicates Candidate A won, but the second count indicates Candidate B won, Candidate A may not challenge the results. At this point it will be at the sole discretion of the Officer to determine whether another count is justified.

10. IN THE EVENT OF A TIE

- If a tie should occur, the presiding Electoral Officer shall put the names of all tied candidates onto similarly sized and textured pieces of paper and place those pieces of paper into a receptacle.
- The Officer shall then pull one piece of paper, containing the name of one candidate, out of the receptacle.
- The candidate whose name is printed on the piece of paper shall be declared the winner, and results shall be official.

11. DESTRUCTION OF BALLOTS

- When the results of an election have been declared official by the presiding Electoral Officer, the ballots are to be destroyed.
- In the event of an electronic ballot, the data files are to be erased, or encrypted.

12. SUPREMACY OF BYLAWS

- In the event of a disagreement between this policy and the SKCA Bylaws, the SKCA Bylaws will be considered the supreme authority.

13. AMENDMENTS AND REVIEWS

Amendments by the Board

- Amendments to this policy may only be made by the SKCA Board of Directors.

- The Board may amend the policy any time from January 1 to August 31 each year, but may not make amendments from September 1 to December 31.
- In considering amendments to the policy, the Board should consider input from the Governance Committee, the integrated partner associations, individual members, and the SKCA administration.

Review by the Committee

- The Board delegates responsibility for administering and reviewing this policy to the Governance Committee.
- By June of each year, the Committee shall review this policy and recommend any necessary amendments to the Board.



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SKCA Board of Directors Code of Conduct

Reviewed and approved by Board: December 13, 2018

Candidates for Board positions, including appointed positions, shall be asked to make a commitment of office prior to joining the SKCA Board. The signed Code of Conduct is the candidate's commitment to faithfully engage in their role as an SKCA Board member and hold themselves accountable for their effective service on the Board.

Service on the SKCA Board is a significant responsibility and consequently is paired with high, but reasonable, expectations. This Code of Conduct has been developed to acknowledge that – while directors are volunteers – certain behaviors are strongly recommended and encouraged.

To that end, Board members shall hold one another accountable to the following standards:

1. In the first year of service, Board member attendance at the Board retreat is expected. In subsequent years, while attendance is expected, Board members may request to be excused with cause from the Retreat at the sole discretion of the Board Chair.
2. Board Members are expected to never miss more than one Board meeting per year.
3. Board members are expected to attend at least 75% of all meetings for committees of which they are a member.
4. Board members are expected to participate fully in all Board meetings and committee meetings. Full participation is defined as:
 - a. Attendance at meetings;
 - b. Review of all briefing material;
 - c. Preparation of Questions & Discussion points; and
 - d. Participation in discussion.
5. Board members are expected to reach out to another Board member to be briefed on details and outcomes of any Board or Committee meeting they will miss. Furthermore, Board members are expected to provide input and feedback on items they will miss, prior to the meeting.
6. Board members are expected to read the following books prior to their first full Board meeting:

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- a. The Five Dysfunctions of a Team; and
 - b. The Imperfect Board Member.
7. Board members shall respect and enforce the confidentiality of information when they are requested to do so, and in accordance with SKCA policies.
 8. Board members shall, in accordance with provincial legislation, make decisions while at the SKCA Board table that are in the best interests of the organization.
 9. Board members shall ensure that both individual members and the Board, as a whole, strive to fulfill their roles consistent with the principles outlined in:
 - a. The Five Dysfunctions of a Team; and
 - b. The Imperfect Board Member.
 10. Board members shall not make comments to the media or make themselves available for interviews by the media on behalf of the association, without prior approval from the Board Chair or SKCA President. If a director does provide comments to the media outside of the context of their association role, they should be careful to identify the capacity in which they are speaking.
 11. Directors are encouraged to participate fully as private citizens in the democratic process at any level, including engaging with public officials, campaigning in elections and running for public office. However, directors engaging in such activities should be careful to distinguish between their personal activities and association role.

If a Board member does not fulfill the responsibilities outlined within this Code of Conduct, the Board Chair will speak with that Board member to address the situation. Should the Board member be unwilling or unable to remedy concerns, the Board Chair may ask them to resign their position on the Board.

If a Board member finds themselves concerned about meeting certain expectations or potential conflicts of interest, they should discuss the issue with the Chair as soon as possible.

Confidentiality

GENERAL PRINCIPLES

Confidentiality is the preservation of privileged information. By necessity personal and private information is often disclosed in a professional working relationship and necessary to provide services to members.

Subject to *The Freedom of Information and Protection of Privacy Act*, any information confidential to the affairs of the SKCA and its members to which any employee or board member becomes privy, shall be treated as confidential during as well as after the term of their involvement or employment with the SKCA.

Board members will observe all appropriate related policies and established lines of communication.

CONFIDENTIAL INFORMATION

The following list is in no way complete, but is intended to offer examples of confidential information:

- Personnel records, including data such as employee's address, contact information, social insurance number, date of birth, salary, and/or dependent information;
- Member or stakeholder records or financial information;
- Matters under litigation or confidential correspondence;
- Private and/or confidential communications from management to employee(s) or board members;
- Information from the Board of Directors or committees which has not been released for public disclosure;
- Medical records or conditions about staff, committee, board or members; and
- Confidential or proprietary information about the SKCA or its members.

CONFIDENTIALITY PRINCIPLE

It is the policy of the SKCA that board and committee members of the SKCA will not disclose confidential information belonging to or obtained through their affiliation with the SKCA to any person, including their relatives, friends and business and professional associates, unless the SKCA has authorized disclosure. This policy is not intended to prevent disclosure where

disclosure is required by law. Board and committee members are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information.

SECURING CONFIDENTIAL INFORMATION

To reduce the likelihood of inadvertent disclosures of confidential information, the following guidelines should be followed:

- Ensure your computer(s) and mobile phones are password protected and that the lock screen is enabled when you are away from your computer/phone;
- Documents containing confidential information should not be left out and should be locked in filing cabinets whenever possible;

CONFIDENTIALITY BREACH

All potential breaches of confidentiality will be reviewed by the President, with a report to the Board of Directors. Where the potential breach is a result of action/inaction by the President, the review shall be conducted by the Board Chair. The Board shall determine appropriate action following the review of the report.

REVIEW OF POLICY

All board and committee members are required to review and agree to maintain confidentiality as part of this Code of Conduct and the Confidentiality Agreement contained herein.

CONFIDENTIALITY / NON-DISCLOSURE AGREEMENT

During my involvement with the Saskatchewan Construction Association (SKCA), I acknowledge that I will be given access to information not in the public domain that the SKCA deems sensitive and/or confidential in nature.



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I agree that:

- a) I shall not share this information, material or documents with persons within or outside the SKCA who are not authorized to have this information.
- b) I shall not publish such information.
- c) I shall not communicate such information without authority.
- d) I shall not use or disclose any such information for other than authorized official purposes.
- e) I shall not remove any such information from the premises without permission.
- f) Should I receive any such information, I will accept full responsibility to ensure the confidentiality and safe-keeping of this information.
- g) I shall take every reasonable step to prevent unauthorized parties from examining and/or copying any such information.

I understand that these rules apply both during and after my employment and/or involvement with the SKCA and that any infringement of these rules may be grounds for the termination of my involvement and/or legal action.

Printed Name: _____

Signature: _____

Date: _____

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