



2024 CIA Elections Rules of Procedure

Document 224006

1) Appointment of Elections Task Force (ELEC)

The Governance and Nominations Committee (GNC) appoints, on behalf of the Board each year a minimum of eight members to serve on the ELEC and manage the next CIA election, in accordance with Bylaw 6.3.2. At least one Past President of the CIA Board and one past Director shall be asked to serve as members of the ELEC each year.

The Executive Director of the CIA shall serve as scrutineer during each election process.

2) ELEC Duties

The ELEC's duties are as follows:

- a) Adopt the CIA Elections Rules of Procedure, not in conflict with the Bylaws, no later than **February 15** of each year, for the next CIA election.
- b) Identify and encourage qualified candidates (i.e., voting members, which includes Associates (over five years) and Fellows) to allow their names to stand for election (see section 4 – [Candidate Recruitment](#)).
- c) Prepare a list of candidates, in accordance with the eligibility requirements outlined in Section 6.2 of the Bylaws, for election to the positions of President-elect and Director, all of whom have agreed to stand for election and meet the nomination requirements (see section 5 – [Nomination Procedures](#)).
- d) Prepare one election ballot containing the list of candidates to be made available to each voting member, normally with a voting deadline of no later than **May 31** of each year (see section 6 – [Preparation of the Election Ballot](#)).
- e) Perform the duties required during the campaign period (see section 7 – [Campaigning](#)).
- f) Once the ballots are tallied, contact the candidates with election results.
- g) Prepare a report to the Board following the election, which may include recommendations for improvements to the election process in the future.
- h) Present a report to the membership at the Annual General Meeting on the most recent election process.

3) Election Process Preparation

- a) In December, the Head Office prepares a schedule of activities for the election process.
- b) The ELEC reviews and approves the schedule and the Elections Rules of Procedure.
- c) The CIA publicizes these rules to the membership via email and on the CIA website.

4) Candidate Recruitment

- a) The ELEC determines if a specific election will be required for the Director position reserved for an FCIA who is within seven years of Fellowship. If a continuing Board member will meet this criterion for the duration of the upcoming Board year, no

specific election will be held for that position and all Director vacancies will be filled by the candidates who receive the highest number of votes.

- b) The Head Office identifies the practice area and geographic location of all returning Board members to establish recruitment targets related to proportional representation.
- c) The ELEC discusses a recruitment strategy that may include the following methods:
 - i) Solicit suggestions from the Board, the councils, and all committees.
 - ii) Solicit nominations through the CIA website emails and social media.
 - iii) Solicit names from actuarial clubs, employers, associations, government bodies, etc.
 - iv) Obtain a list of voting members from the Head Office of those currently or recently in leadership positions (e.g., Board members, council members, committee/task force chairs and vice-chairs, based on guidelines established by the ELEC—see [Appendix A](#)).
 - v) Identify voting members on its own.
 - vi) Solicit the identified voting members directly by individual contact.
- d) ELEC members will provide the Director and/or President position descriptions to all potential candidates.
- e) A communication is sent to the membership highlighting the recruitment process, focusing on the nomination procedures for voting members who wish to let their name stand for election. This same information is also made available on the CIA website.
- f) The Head Office provides administrative support, as required, to complete the recruitment process.
- g) The final list of candidates formally nominated for election is ideally twice the number of open positions on the Board.
- h) Names of candidates remain under embargo until the ELEC formally approves the full slate of candidates. Prior to that, ELEC members may release the practice area and geographical location of candidates who have completed the nomination requirements.

5) Nomination Procedures

- a) All voting members who wish to let their names stand for election must submit the following information using the online [Nomination Package](#):
 - i) First and last names, subject to validation by the ELEC, of at least 52 voting members (i.e., 1% of 5182 voting members as of November 6, 2023) indicating support for their candidacy. (The ELEC waives this requirement for candidates they have recruited directly.)
 - ii) A 500-word (maximum) position statement
 - iii) Confirmation of accurate biographical information and CIA volunteer history (which is generated from the CIA database)
 - iv) A head shot (photo)
 - v) Any other pertinent history the candidate may wish to share with voters
- b) The information and photos will be posted to the CIA website on the candidates' webpages at the beginning of the campaign period and throughout the voting period.

- c) Head Office will provide candidates with the Code of Conduct for Board Members for information before their candidacy is formalized.
- d) Head Office will confirm that the candidate is a voting member who is eligible for election in accordance with Section 6.2 of the Bylaws and will coordinate translation of the candidates' documentation. The Head Office will submit the documentation to the candidate for final review prior to posting on the website.

6) Preparation of the Election Ballot

- a) Head Office prepares the election ballot text, which is sent to the ELEC for review and approval.
- b) The draft text is also incorporated into the electronic voting system and tested by the ELEC.
- c) The ELEC confirms the campaign and voting period dates, including the date on which all ballots must be duly completed and received from the voting members, to be valid.

7) Campaigning

- a) The campaign period is normally launched three weeks prior to the beginning of the voting period.
- b) The slate of candidates, along with each candidate's information (webpage), is made available to the membership on the CIA website and through an email communication at the beginning of the campaign period.
- c) The candidates are encouraged to engage in election based discussion with members. ELEC will determine a suitable format for this engagement. CIA Head Office will make recommendations based on current trends, available tools, etc. The ELEC will monitor any discussion forums, emails, or the like during the campaign period and address issues that may arise.
- d) Campaign methods such as using social media platforms, webcasts, and podcasts are included in the Head Office communications plan, which incorporates feedback from the ELEC based on the previous year's campaign.
- e) A target voter percentage is normally set by the ELEC and publicized throughout the campaign and voting periods to engage members.

8) The Election

- a) On the prescribed date, the electronic voting system (online through a third-party service provider) is launched at noon (ET). An e-mail communication is immediately sent out advising members that voting is open.
- b) Head Office manages the electronic voting system, including the various security and confidentiality measures that are in effect.
- c) Voting reminders are sent out to members weekly either through CIA emails, or through personalized reminders sent periodically to members who have not yet voted.
- d) On the prescribed date (generally three weeks after the ballot is made available to voting members), the electronic voting system is disabled at precisely 3:00 p.m. (ET).
- e) If it appears that normal methods of communication may be interrupted, the President may, at the request of the ELEC, approve an extension of no more than two weeks to

make the electronic election ballots available or to receive the completed electronic ballots.

- f) Once voting has begun, if, for any reason, the name of a candidate must be withdrawn from the ballot (e.g., illness, death), the text of the electronic ballot shall be modified to indicate that the candidate is no longer available for election and the ELEC will notify the membership via the CIA website and also through an email communication. However, no change to the functionality of the voting system will be made, and the votes cast for the candidate will still be tallied.

9) Certification of Election Results

- a) Head Office staff, under the supervision of the scrutineer, obtain the tally of the electronic ballots that were received prior to the close of the voting period from the service provider, along with a certification of the election results.
- b) The following process is used to determine the successful candidates and is built into the online voting system:
- i) For the position of President-elect, the number of first-place votes received by each candidate is tabulated. In a situation where there are three candidates, if one candidate does not receive over 50 percent of the first-place votes, the ballots belonging to the third-place candidate are redistributed to the candidate who received a second-place vote on the third-place candidate's ballots. Since only two candidates would remain, one would obtain over 50 percent of the votes and thus be declared the winner.

If more than three candidates were on the ballot, this same system would be applied, eliminating the candidate with the lowest number of votes each round, until a candidate receives a majority.

In case of a tie between the remaining two candidates, the candidate with the most first-place votes would be declared the winner. If there is still a tie, the ELEC and the Head Office will endeavour to work with the two candidates to determine whether one is willing to concede. Failing that, a random draw will be held to determine the winner.

The process followed and the results will be disclosed to the members;

- ii) For the Director positions, the following would apply:
- When an election is being held for the Director position reserved for an FCIA within seven years of having obtained Fellowship, the candidate who meets that criterion and who receives the highest number of votes will be elected. In a case where there is only one candidate who meets that criterion, the ballot would show that member as having been elected by acclamation.
 - For the remaining Director positions, the candidates required to fill the vacancies on the Board who obtained the highest number of votes would be elected, with the stipulation that at least seven of the 12 Director positions (combination of continuing and newly-elected) must be filled by Fellows.

In the case of a tie between two or more candidates for the reserved Director position or the remaining Director positions, the candidate in a geographic or practice area that was under-represented on the Board would be selected by the

ELEC. If neither candidate involved in the tie would assist in reaching proportional representation in either category or if *both* candidates would assist in reaching proportional representation in either category, the ELEC and the Head Office will endeavour to work with the two candidates to determine whether one is willing to concede. Failing that, a random draw will be held to determine the winner.

The process followed and the results will be disclosed to the members.

- iii) If any Director whose term of office has not expired is elected as an Officer, the ELEC will fill this additional vacancy created among the Directors (for the remainder of the unexpired term), with the candidate having the next highest number of votes from among the candidates for Directors.
 - iv) In a case where the results for two candidates are within 10 votes or two percent of the total ballots submitted, whichever is smaller, a review of the ballots in question (tallied electronically) will be done.
- c) A summary of the results of the voting is prepared by Head Office staff. This report is reviewed by the Executive Director (scrutineer) and submitted to the ELEC.

10) Final steps

- a) The chair of the ELEC will normally contact all of the successful and unsuccessful President-elect candidates, prior to an official announcement being published. At the individual's request, each candidate will be informed of the following:
 - i) Individual's rank;
 - ii) The number of first-choice (i.e., before redistribution) votes individual received;
 - iii) The number of first-choice (i.e., before redistribution) votes received by the successful candidate; and
 - iv) The total number of ballots received in the election.
- b) The other ELEC members will normally share the responsibility of contacting the Director candidates prior to an official announcement being published. At the individual's request, each candidate will be informed of the following:
 - i) Individual's rank amongst all Director candidates;
 - ii) The number of votes individual received;
 - iii) The number of votes received by the lowest-ranking successful candidate (normally the fourth-place finisher);
 - iv) For the candidates for the reserved Director position, the number of votes received by the lowest-ranking successful candidate who was eligible for the reserved position; and
 - v) The total number of ballots received in the election.
- c) Once the candidates have been notified, the Head Office will publish the list of successful candidates on the CIA website and through an email communication to the membership. No numerical information on the ballot results will be provided to the membership at large.
- d) The President, through the Head Office, invites new Board members to attend the June Board Meeting and Annual Conference.
- e) The ELEC chair prepares, on behalf of the ELEC, a report to the Board identifying the ELEC's activities during the year's election process, as well as any recommendations the ELEC may have regarding changes to the process.

- f) The Head Office will maintain the election records, in accordance with its privacy policy, until the following year's election is completed.

Appendix A

The guidelines used to establish the initial list of potential candidates are as follows:

For President-elect:

- Fellows who are, or have been in the last 10 years, Officers of the Board or chairs of a council (under the current structure); or
- Fellows who are, or have been in the last 10 years, Directors of the Board; or
- Fellows who have received a gold CIA volunteer award; while
- Excluding those not eligible for election under CIA Bylaws.

For Director:

- Voting members who are, or have been in the last 10 years, members of a council (under the current structure); or
- Voting members who are, or have been in the last five years, chairs or vice-chairs of a CIA committee or task force, or authors of a CIA paper; or
- Voting Members who have received a bronze or silver CIA volunteer award; or
- Associate voting members who have previously volunteered for the CIA in any capacity; while
- Excluding those not eligible for election under CIA Bylaws.

Note: The FCIA year will be included in the information provided in order to identify potential candidates for the Director position reserved for a recent FCIA.