

June 15, 2022

**RE: Strathcona BIA Board of Director Candidate Package & Election Guidelines**

Please review the Candidate package and read the Election Guidelines carefully. When you sign the Candidate Declaration letter and Candidate nominator's form, you are declaring you have read, and will abide by, SBIA Election Guidelines. If you cannot find the answer to your question in this document, please call the SBIA office at 604-258-2727 or email us at info@strathconabia.com.

**2022 SBIA Call for Nominations**

The Strathcona BIA Board of Directors actively works to build a thriving, mixed-use and resilient local economy in Strathcona.

We are currently seeking business members with particular experience and skills in governance and marketing. Members with a diversity of experience and interests in areas like placemaking, local economic development, community safety, HR, and a passion for Strathcona, are also encouraged to apply.

The Board can have between 8 and 12 directors. Following the 2021 AGM, the Board is currently made up of 10 board seats, and this number of directors will be confirmed at the 2022 AGM by a members' resolution. All directors must meet the needs and expectations of the role and responsibilities as outlined in the Election Guidelines. There are five director seats up for election in 2022 (four directors have terms ending in 2022 and there is one vacancy on the board).

Interested members can download the SBIA Candidate Package online at [strathconabia.com/call-for-nominations-2022](https://strathconabia.com/call-for-nominations-2022) or call the SBIA office to request a paper package for mail out. All candidate packages must be completed and received either by email or dropped off in person at the SBIA offices, no later than noon on July 15, 2022. All candidates are subject to the Election Guidelines (as laid out in your candidate package). Candidates are also required to comply with the procedures governing the nominations as set by the Elections Committee. The Elections Committee is requiring that all candidates meet with a member of the Elections Committee and the SBIA Executive Director over Zoom or in-person in order for their nomination to be valid.

The length of a term for an SBIA Board Director is two years. Our meetings take place monthly for one and half hours over lunch and are currently hosted in person, with the option to join over Zoom. Board Members can be property owners, business tenants or an authorized representative of an SBIA member property or business. Property owners must make up the majority of the Board per SBIA bylaws.

This year the AGM takes place on Thursday, September 15th, 2022. Details on how to register, vote, and participate at this year's AGM as well as the proposed 2023/2024 budget

and 2021/2022 audited financials will be sent to all members in late August in time for the AGM. We look forward to seeing our members!

## **2022 Strathcona BIA Election Guidelines**

### **Introduction**

These guidelines are designed to assist candidates. They are written to ensure:

- All Candidates are treated equitably;
- The election is conducted in a manner consistent with a mission-based non-profit society and Business Improvement Association as governed by the City of Vancouver and Societies Act.

These guidelines are reviewed annually and administered by the SBIA Elections Committee.

### **Required Forms, Documentation and Steps**

Please include the following as part of your candidate package:

- Recent colour photo (headshot is ideal);
- Biography (200 words or less saved as a Microsoft Word file, please note that the SBIA Elections and Nominations Committee reserve the right to edit your biography for length and clarity in order to publish and present it to the membership);
- Candidate Declaration letter complete;
- Candidate nominator's form complete.

The candidate package must be received by SBIA by the close of nominations for a candidate's nomination to be valid.

The Nominations Committee may ask for additional documentation to confirm that the nominee is a member in good standing of the society (a society member as of the last AGM or for at least 6 months).

The Elections Committee requires all candidates to meet with a member of the Elections Committee and the SBIA Executive Director over Zoom or in-person. This is a requirement for a valid nomination. After the candidate package has been received, SBIA will contact a candidate to arrange this meeting.

### **Eligibility**

Per our by-laws, in order to serve as an SBIA director, candidates must be a property owner of a Class 5 or Class 6 property located within the Strathcona Business Improvement Association Area or be a tenant who leases, sub-leases or rents a Class 5 or Class 6 property within the boundaries

If you are a tenant candidate, you must hold a valid City of Vancouver business license.

A candidate must also be a member in good standing and have submitted a society membership application at least six months prior to the close of nominations, in order to be

eligible to serve as a director. If you have further questions about this, please contact our office at 604-258-2727 or email us at [info@strathconabia.com](mailto:info@strathconabia.com).

### Close of Nominations

Your candidate package is due no later than **noon on Friday, July 15, 2022**. The SBIA will go by email timestamps for digital documents to confirm time and date of receipt. Staff at the SBIA office will note when and how a package is delivered by hand to determine the time and date.

### Board Recommendations

Every year, the board reviews the existing collective skills, attributes, and experience of its directors to identify gaps or priorities, as informed by the SBIA's strategic vision and goals. This is to ensure an optimal board governance structure is in place to effectively guide the organization.

A list of desired attributes, experience, and interests for directors is communicated to members as part of the Call for Nominations. Nominees will be assessed against this criteria in concert with the election guidelines.

After the candidates packages are received and reviewed and the interviews have been conducted with the candidates, the Elections Committee will recommend candidates to the board who, in its opinion:

- Best meet the eligibility requirements under the Election Guidelines, SBIA Bylaws and Societies Act;
- Demonstrate experience in specific areas that will complement and strength the existing board, and;
- Possess attributes and experience that are consistent with the values of the SBIA, and provide the Board with the capacity to achieve its vision and protect the interests of our business members and the commercial district of Strathcona.

Reasons a candidate may not receive the recommendation of the board include but are not limited to:

- The information provided by the nominee is incomplete, materially false, or misleading;
- The nominee's intention to stand for election is not pursued in good faith or is to cause harm or embarrassment to the SBIA;
- A conflict of interest exists and would prevent the nominee, if elected, from properly discharging their duties as a director;
- The nominators have not met eligibility requirements;
- The nomination papers have not been completed correctly;
- The nominee has not met election guidelines in a previous election;
- The nomination does not adhere to the legislative requirements set out by the City of Vancouver or SBIA Society by-laws.

Candidates do not require a recommendation of the SBIA Board of Directors in order to stand for election, although it's highly encouraged. Candidates approved by the Board of Directors will be presented as "recommended" for member consideration at the upcoming AGM.

## Notification to Nominees

Once the Board has confirmed the candidate list and its selection of those recommended, all nominees will be notified.

## CANDIDATE DECLARATION LETTER

Your name (first and last): \_\_\_\_\_

Address (of your business or property in Strathcona):

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

This letter is to confirm that, if nominated by two members in good standing of the society, I am willing to stand for election at the September 15th, 2022 Annual General Meeting and, if elected, will serve as a director on the Board of the Strathcona Business Improvement Association (BIA) for a two (2) year term.

If elected, I will accept responsibility for overseeing and managing the Society in furtherance of the purposes of the Society, which include developing, encouraging and promoting business in the Strathcona BIA. I acknowledge I must act honestly and in good faith in the best interests of the Society.

I will observe the provisions of the Strathcona Business Improvement Association Constitution and by-laws as applicable. I will comply with the director's conflict of interest guidelines, code of ethics, and general suite of policies as adopted by the directors. I will observe the rules of the Strathcona Business Improvement Association and the procedures and guidelines relating to the election of directors and the conduct thereof. I am familiar with the eligibility requirements as outlined in the society's by-laws of the Strathcona Business Improvement Association, including the requirement that I be a member of the society in good standing for six months prior to the close of nominations for this year, and hereby declare that I am eligible to be a Director of the Society. I acknowledge that my recommendation by the Board to the members is subject to the SBIA Election Guidelines for the 2022 AGM.

I hereby consent to be nominated to the Strathcona Business Improvement Association's Board of Directors.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

STRATHCONA BIA

## CANDIDATE NOMINATOR FORM

We, the undersigned, each hereby nominate

\_\_\_\_\_ of

\_\_\_\_\_ to stand as a candidate for election as a director of the Strathcona Business Improvement Association in the election to take place in conjunction with the 2022 Annual General Meeting of the Strathcona Business Improvement Association, and each hereby certify that we are a member in good standing of the Strathcona Business Improvement Association as of the date specified beside our name.

This nomination will only be effective if:

- (a) it is signed by at least two (2) members of the Strathcona Business Improvement Association who are in good standing with the society; and
- (b) the Election Committee determines that the nomination complies with, and that the individual nominated herein is qualified to act as a director of the Strathcona Business Improvement Association in accordance with the constitution and by-laws of the Strathcona Business Improvement Association; and
- (c) is received by the close of nominations in person or via email at info@strathconabia.com

### FIRST NOMINATOR:

Name (first and last):

\_\_\_\_\_

Address (business or property):

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

STRATHCONA  
BUSINESS  
IMPROVEMENT  
ASSOCIATION

**SECOND NOMINATOR:**

Name (first and last):

\_\_\_\_\_

Address (business or property):

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**NOMINEE'S ACCEPTANCE:**

I hereby accept the above nomination(s) for the position of Director on the Board of the Strathcona Business Improvement Association (SBIA)

Nominee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_