

## APPENDIX C

### Nominations and Elections Procedures

1. The CEO must circulate to all licensees and post on CPATA's website a notice regarding the election, providing dates and processes for all aspects of the nomination and election process. The notice will include the number of trademark agent and patent agent director positions to be filled during the elections.
2. To be nominated to be an elected director, a licensee must submit a Nomination Form to the CEO by the prescribed deadline. The CEO will then confirm eligibility. Nominees may provide some personal information, such as a professional biography, photo and a description of their reason for seeking election for publication on CPATA's website.
3. Licensees who are dual-licensed, i.e. licensed as both patent agents and trademark agents, may seek election in either or both categories and will be asked to indicate this on their Nomination Form. Such candidates are asked to advise the CEO in which category they wish to serve should they be elected in both categories. This information will be kept confidential during the election process.
4. Nominations may be withdrawn from the election by written notice to the CEO in accordance with the By-laws<sup>1</sup>. On receipt of a notice of withdrawal, the CEO will advise the other nominees and the profession. If possible, the name of the withdrawing candidate will be removed from the ballot.
5. As soon as practicable after the close of the nomination period, the CEO will publish the names of the licensees who have been nominated ('candidates'). If, at the end of the nomination period, the number of eligible nominees equals the number of elected trademark agent or patent agent director positions to be filled, the nominees will be acclaimed to the roles and the profession will be notified. If there are not enough nominations to fill the director positions to be filled, there will be a vacancy on the Board to be filled in accordance with the By-laws<sup>2</sup>.
6. Elections will be held electronically. Each licensee eligible to vote will receive a ballot, or an electronic message connected to a ballot, that lists only the candidates for whom the licensee may vote. Dual licensees may vote in both categories. All licensees who are not suspended, regardless of licence class, may vote.
7. The CEO will communicate the results of the election directly to each nominee and confirm the length of their terms. CPATA will advise the profession of the results of the election by publishing the elected directors' names on CPATA's website. The results will indicate the number of eligible voters for each Director position, the name of the candidate, the number of votes for each candidate and the

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<sup>1</sup> See By-laws 16 and 18

<sup>2</sup> See By-law 11

names of the candidates elected. In the event of a tie vote between nominees, in the presence of the nominees, the CEO will draw a name from a repository that contains the nominees' names. The name drawn will be declared elected.