



## **AEDARSA Board of Directors Nomination Package**

The Alberta Elevating Devices and Amusement Ride Safety Association (AEDARSA), is seeking representatives to serve on the AEDARSA Board of Directors, to represent, develop and provide relevant information to the elevating devices industry and to implement the mandate as prescribed by their designated authority.

### **About AEDARSA**

The Province of Alberta has delegated the responsibility of administering specific safety services relating to elevators, escalators, dumbwaiters, freight platform lifts, man lifts, personnel hoists, lifts for persons with physical disabilities, amusement rides and passenger ropeways (ski lifts etc.) to the Alberta Elevating Devices and Amusement Rides Safety Association (AEDARSA).

AEDARSA's board provides oversight and guidance to the organization as they perform their delegated duties. Some of AEDARSA's delegated safety services include:

- Conducting plans reviews, inspections and tests for acceptance of new and altered installations;
- Performing accident investigations;
- Maintaining and managing the annual certificates of operation system; and
- Providing technical advice and education on applicable codes and standards.

### **Qualifications**

The ideal candidate will have knowledge of Alberta's safety system particularly relating to codes and standards affecting AEDARSA's discipline in their industry related sector.

### **Appointment & Compensation**

Directors are elected to the Board of Directors in their industry sectors and disciplines. An honorarium, transportation and other expense allowances will be reimbursed.

Members of the Board of Directors are elected to serve terms as per the bylaws of the Association. Members can expect to spend one or two days per month on AEDARSA business including board meetings and committees.

### **Process & How to Apply**

**Please submit a completed Nomination & Application package ( sent by request only)**

AEDARSA Board of Directors Nomination Committee

C\O gord.pattison@aedarsa.com

Please contact 403-216-5750 with any questions or inquiries you may have about AEDARSA.

Please be available to attend the **AEDARSA AGM**.



Alberta Elevating Devices  
& Amusement Rides  
Safety Association

### **Director Nomination Process**

Nominations for a Director shall be made by one (1) Voting or Non-Voting Member of the membership sector, which that Director is to represent.

**The Board Approved Nomination Package will be utilized for the Nomination Process.**

**The Deadline for Nominations will be May 21, 2018 at 11:59pm.**

In 2018:

- one (1) Director Representing Elevating Device Industry
- one (1) Director Representing Building Owners/Operators
- one (1) Director Representing Alberta Elevating Device Workers

**Nominations will be accepted and will be sent to all members when AGM Package is sent out and advertised on the AEDARSA website in April/May 2018.**

Nominations shall be received in writing at least thirty **30 days prior to the annual general meeting** and nominations for the election of a Director shall be voted on by all Voting Members present at the annual general meeting. If there are no nominations for such vacancy or vacancies at the annual general meeting, the Board of Directors shall appoint, as Director, a Voting Member or Voting Members from the membership sector or sectors which have the vacancy, until the next annual general meeting. In the event that there is no Voting Member or Voting Members from the membership sector or sectors which have the vacancy, the Board may appoint a Director from such other membership sector or sectors as they determine, until the next annual general meeting. The election of the Board of Directors shall be completed at the annual general meeting. All Voting Members are eligible to vote for all nominees to the Board of Directors, regardless of the Voting Member's membership sector.

The term for Directors nominated and elected shall be three (3) years.

Directors may stand for nomination and re-election to the Board of Directors after their term expires.

### **Process After Nomination Deadline**

Once all Nominations have been received the Nomination Committee will meet, confirm all nominations comply with the nomination requirements and report to the board.

A formal voting form will be designed for distribution at the AGM for voting, if required.

The board designates Liz McKay and our Accounting/Audit Firm to be the designated to run the voting process at the AGM.



Alberta Elevating Devices  
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## NOMINATION TO THE AEDARSA BOARD OF DIRECTORS

### Nomination Form

Please complete all sections of this nomination form including signatures. The participants completing and signing this form must be the same people who are signing the letters. By signing this form all parties certify that the information provided is accurate and provides AEDARSA with permission to use names and non-confidential information for Nomination purposes.

#### Sector in Which Candidate is seeking Nomination: (Check one)

- Director Representing the Elevating Device Industry
- Director Representing the Amusement Rides Discipline
- Director representing the Passenger Ropeways Industry
- Director Representing Building Owners/Operators
- Director Representing Alberta Elevating Device Workers

### CANDIDATE INFORMATION

Candidate's Full Name:
Employer:
Title:
Mailing Address:
Phone: (Work & Cell)
E-mail:
I hereby declare my intention to seek the nomination for the AEDARSA Board of Directors. AEDARSA has my permission to use this information for purposes of its nomination process. Signature (required): Date:

Additional is welcome and could include the following (one-page max per item), with application:

- A Nominee's Résumé.
- A Nominee's Background Biography.
- A Nominee's Statement/Reason for Running for the AEDARSA Board of Directors.
- Letters of Support from Industry Sector in which you are seeking Nomination.
- AEDARSA Member Nominator Support Declaration. (As Required)



Alberta Elevating Devices  
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**AEDARSA MEMBER NOMINATOR SUPPORT OF  
CANDIDATE TO THE AEDARSA BOARD OF DIRECTORS**

Please complete all sections of this nomination form including signatures. The participants completing and signing this form must be the same people who are signing the letters. By signing this form all parties certify that the information provided is accurate and provides AEDARSA with permission to use names and non-confidential information for Nomination purposes.

**Sector In Which you are Supporting Nominator: (Check one)**

- Director Representing the Elevating Device Industry
- Director Representing the Amusement Rides Discipline
- Director representing the Passenger Ropeways Industry
- Director Representing Building Owners/Operators
- Director Representing Alberta Elevating Device Workers

Nominated Candidate's Name:
Nominators Name:
Employer:
Title:
Mailing Address:
Phone: (Work & Cell)
E-mail:
I hereby declare I am a Voting Member of AEDARSA and support the above Candidate for nomination to the AEDARSA Board of Directors.  AEDARSA has my permission to use this information for purposes of its nomination process.  All Membership Fees & Requirements have been met any my organization is in good standing of as per the bylaws of AEDARSA.  Signature (required):  Date:



### Director Election Procedures

Nominations for a Director shall be made by one (1) Voting or Non-Voting Member of the membership sector, which that Director is to represent.

**The Board Approved Nomination Package will be utilized for the Nomination Process.**

In 2018:

- one (1) Director Representing Elevating Device Industry
- one (1) Director Representing Building Owners/Operators
- one (1) Director Representing Director Alberta Elevating Device Workers

The term for Directors nominated and elected shall be three (3) years, unless otherwise indicated. Directors may stand for nomination and re-election to the Board of Directors as prescribed by current bylaws.

Once all Nominations have been received the Nomination Committee will meet, confirm all nominations comply with the nomination requirements and report to the board.

#### **Nomination Guidelines:**

- Nominations shall be received in writing at least thirty **30 days prior to the annual general meeting** and nominations for the election of a Director shall be voted on by all Voting Members present at the annual general meeting.
- Nomination will be open for 30 days and emailed electronically to all members

#### **Membership Voting Requirements:**

- The election of the Board of Directors shall be completed at the annual general meeting.
- All Voting Members are eligible to vote for all nominees to the Board of Directors, regardless of the Voting Member's membership sector.
- If a member cannot attend, a person may be appointed to act as alternative representative. The alternative representative is entitled to speak and vote and in all other respects exercise the rights of a Member. The society member unable to attend must notify **Liz McKay (liz.mckay@aedarsa.com) by email or by letter on or before** voting commences by the designated alternate representative. This letter must include the name of the society member, along with the name, address, telephone number and occupation of the alternate representative.

#### **Voting Procedure:**

- Liz McKay and Peterson, Walker LLP will be the designated to run the voting process at the AGM.
- An opportunity of up to 5 minutes to speak will be allowed for each Nominated Candidate running for Director.
- A formal voting form will be designed for distribution at the AGM for voting for Nominated Candidates for Director.
- Nominated Candidates in with only 1 Nomination from their sector, will be declared before ballot voting.
- In the case of sectors in which have more than 1 Candidate Nominated. Voting will occur as follows:
  - All Nominated Candidates will be on 1 Ballot, Members will vote for 2 candidates for Director. The 2 Nominated Candidates with the highest number of votes will be declared Directors.
  - In the event of a Tie Between 2 Nominated Candidates:  
The 2 Nominated Candidates will be on 1 Ballot, Members will vote for only 1 Candidate for Director.
  - In the unlikely event of a Tie Between all 3 Nominated Candidates:  
The 3 Nominated Candidates will be on 1 Ballot, Members will vote for only 1 Candidate for Director. This process will be repeated again to fill both Director roles.

Society Bylaws & AEDARSA Board of Directors Governance Policy Manual is available upon request.