

ZONAL ELECTION PROCEDURE

INSTRUCTIONS FOR ELECTION OF CBF ZONE DIRECTORS

(Revised March 2026)

These instructions govern the procedure for electing Zone Directors to the Canadian Bridge Federation (CBF) Board of Directors (BoD) for a three-year term.

1. Introduction

- 1.1. The CBF BoD oversees this election procedure. Units and Clubs are encouraged to submit recommendations for improvement at any time, although any revisions will not take effect until the following year.
- 1.2. The CBF Election Officer is appointed by the CBF BoD but shall not be a current member of the BoD, or any person currently running for a position on the BoD. The Election Officer's duties shall be executed independently of the BoD. The Executive Administrator (EA) will normally be designated as the Election Officer.
- 1.3. All CBF members in good standing are eligible to be nominated to represent the Zone in which they reside at the time of nomination. Units in each Zone are allocated votes proportionately according to the number of CBF members in their Unit. The formula is one vote for each ten members in the Unit, rounded up. For example, if a Unit has 50 members, then five votes would be allocated but, if 51 members, then six votes would be allocated.
- 1.4. The successful candidate serves a three-year term according to the following schedule:
 - Zones I & IV: 2028–2030; 2031–2033; 2034–2036, etc.
 - Zones II & V: 2026–2028; 2029–2031; 2032–2034, etc.
 - Zones III & VI: 2027–2029; 2030–2032; 2033–2035, etc.
- 1.5. Directors' terms are staggered. If a Director does not complete the term, the CBF BoD may appoint a replacement until the end of the original term.

2. Key Dates

The following dates apply to the election process and may only be changed by the CBF Election Officer in exceptional circumstances:

- July 1: Allocation of votes to each Unit
- August 15: Call for candidates
- September 15: Nomination deadline
- September 30: Candidate certification
- September 30: Election by acclamation notification (if applicable)
- October 15 - November 15: Voting period by Units (if required)
- November 20: Deadline for vote result submission
- December 1: Announcement of successful candidate(s)
- December 10: Protest deadline

3. Call for Candidates

- 3.1. The CBF Election Officer will call for candidates in Zones where elections are to be held for terms beginning the following year. The normal practice will be to post a notice on our website, and to send an email to all CBF members, Clubs, and Units within the Zone.

4. Nomination Procedure

- 4.1. Any CBF member in good standing may self-nominate or be nominated to represent the Zone. There are no eligibility criteria beyond current CBF membership, permanent residency in the Zone, a commitment to serve a full three-year term, and a willingness to represent the interests of all CBF members and bridge players across Canada.
- 4.2. Nominations, including a candidate resume or statement of qualifications, must be submitted to the CBF Election Officer through the CBF Executive Administrator by the nomination deadline.

5. Certification of Candidates

- 5.1. The CBF Election Officer will verify the candidate's membership status and eligibility, forwarding this information to the relevant Units.

6. When Only One Candidate Exists

- 6.1. If only one candidate is certified, then it is election by acclamation.

7. When No Candidates Exist

- 7.1. If no candidates are certified, the Units will be informed, and the CBF BoD may appoint a representative for that Zone. Units may recommend anyone qualified to receive such appointment, as proper representation is vital to the continued success of the CBF.

8. Voting Procedure

- 8.1. If more than one candidate is certified, Units within the Zone will conduct voting in-person or by video conference (e.g. Zoom). Voting by mail, absentee, write-in, or proxy are prohibited.
- 8.2. Units must schedule a special or regular meeting to vote, ensuring a quorum. Votes will be allocated based on the number of CBF members within the Unit.
- 8.3. Units can choose to vote as a block or to distribute votes proportionally, but this decision must be agreed and announced before voting starts. The final vote count must be sent promptly by the Unit President to the CBF Election Officer by email.

9. Determining the Winner(s)

- 9.1. The winner is determined by a simple majority.

10. In Case of a Tie

- 10.1. In the unlikely event of a tie, a coin toss conducted by the Election Officer, in the presence of at least two other CBF members, will resolve the tie. The names of the witnesses shall be recorded.

11. Protests

- 11.1. Unsuccessful candidates may submit a written protest (email accepted) to the CBF Election Officer, who will convene a Protest Committee. Based on the Committee's advice, the Election Officer may take any action deemed appropriate under the circumstances, including voiding results and ordering a new election if warranted.
- 11.2. Possible grounds for a protest could be invalid membership or residency of a candidate, or a voting procedure irregularity.
- 11.3. The Election Officer shall endeavor to render a decision within ten calendar days of receipt of a protest. The decision shall be final and not subject to appeal.