



Practice: **MEMBERSHIP-ELECTED TRUSTEE**

Policy: Membership

Purpose The ROM Act states that there shall be three (3) trustees elected to the Board by the Membership. This practice stipulates the manner in which The Royal Ontario Museum (ROM) will conduct an election for the Membership-elected trustee positions on the Board.

Term of Office The ROM Act states that each elected trustee holds office for a term of three years and is eligible for re-election for one additional three-year term. On the expiration of the second term, the person is not eligible for re-election until at least one year has elapsed from the expiration of such term.

Call for Nominations A call for nominations advising the ROM Members of a Membership-elected trustee vacancy will appear in the ROM Magazine, on the Membership page of the ROM Website, and via an e-News notice to Members. A deadline for submitting nominations will be stated and not less than 30 days' notice of such deadline will be provided.

Candidate Eligibility All candidates must:

1. be a Current Member of the ROM;
2. be a resident of Ontario and at least 18 years of age;
3. not be in a conflict of interest position with respect to the ROM;
4. not have exhibited any Inappropriate Conduct;
5. be nominated by 25 or more Current Members of the ROM; and
6. not be a current or retired employee of the ROM. For clarity, current or retired employees of the ROM who are Current Members are eligible to nominate candidates and to vote in the election.

Candidate Responsibility Candidates:

1. must submit to the Board Office the signatures, with the Membership numbers, of at least 25 Current Members in support of their nomination within 30 days following the notice calling for nominations;
2. must provide a 200-word biography, and a 100-word personal statement in support of their candidacy, which will be made available to Members in the event of an election. The Board Office reserves the right to reject any candidate biography or personal statement that contains any factually inaccurate statement about the ROM or themselves, or that contains any communication that reflects Inappropriate Conduct;
3. may provide a headshot for inclusion in the election material provided to Members in the event of an election;

4. must provide responses to a pre-established set of questions, which are prepared by the Governance Committee of the Board of Trustees, and which will be made available to Members in the event of an election;
5. must provide the Board Office with a current police criminal record background check; and
6. must provide a signed nominee statement of declaration form in the form provided by the Board Office, declaring that such candidate has complied with, and will comply with, this Management Practice.

(Collectively, the “Candidate Submission Package”). A Candidate must submit the Candidate Submission Package to the Board Office electronically, by mail or by courier on or before the deadline communicated by the Board Office. Please note that the Board Office will not accept Candidate Submission Packages that are hand delivered.

Verification of Candidates/ Nominators	The Board Office will verify that all candidates and all nominators are Current Members, fulfill all criteria and will provide written confirmation thereof to the candidates.
Acclamation	In the event that there is only one candidate who has met the requirements set out under the headings “Candidate Eligibility” and “Candidate Responsibility”, the Secretary of the Board of Trustees will declare that such candidate has been elected by acclamation.
Election	In the event that there is more than one candidate who has met the requirements set out under the headings “Candidate Eligibility” and “Candidate Responsibility”, the Secretary of the Board of Trustees will conduct an election in accordance with this Management Practice.
Re-election	This Management Practice shall apply to each election and to each potential candidate regardless of whether a potential candidate is an incumbent Membership-elected trustee seeking re- election or a new potential candidate. The Notice given to ROM Members will state that there is an incumbent candidate, if applicable.
Vacated Election Position	Should a sitting Membership-elected trustee be unable to fulfill the term of office to which he or she was elected, the Secretary of the Board of Trustees will call an election to fill that vacancy.
No Campaigning	No person shall directly or indirectly use any ROM resources, including, without limitation, the ROM’s Membership database, computer system, equipment, bulletin boards, meeting rooms or personnel, in connection with any nomination or any election of any candidate for a position as a Membership-elected trustee. Candidates shall not Campaign whether directly or by supporting or encouraging another person(s) to do so on their behalf. Candidates shall not Campaign using any social media, other than the platform provided on the Membership page of

the ROM's website.

The Secretary of the Board of Trustees will instruct the ROM Governor's office, the Department of Museum Volunteers (DMV), and all Membership sub-groups to comply with this Management Practice.

All Member communication related to the call for nominations, the election and election results, will be made by the Membership Department only. For clarity, no Membership sub-group may issue any notices to their Members that relate to the call for nominations, the election or election results.

Voting

Voting procedures for each election shall include but not be restricted to the following:

1. In voting for a candidate for the position of Membership-elected trustee, each ROM Membership number shall be entitled to one vote.
2. Each voter will be identified by a Membership number and associated postal code.
3. The election will be conducted primarily through electronic means on the ROM website.
4. Should a Member not have access to an electronic device, the ROM will provide such Member the option of voting by way of a paper ballot.
5. Each ROM Member will be notified of an upcoming election, and will be provided with:
 - (a) the names of each candidate
 - (b) unless rejected by the Board Office, as herein provided, the biography and personal statement from each candidate provided with their nomination
 - (c) candidate responses to a pre-established set of candidate questions
 - (d) the headshot of each candidate who has provided his or her headshot to the ROM by the applicable deadline
 - (e) information about the nomination and election process
 - (f) instructions on how to cast a vote
6. The Board Office will set the dates during which voting will be open and will communicate such dates to the Membership. Members will have a minimum of two weeks following the date on which the ROM sends the information set out in #5 above to vote.
7. Only Current Members are entitled to vote. One Membership number, one vote. For clarity, all classes of Membership are entitled to one vote per Membership number.
8. The Board Office will set the dates by which potential candidates must submit their Candidate Submission Package and will communicate such dates to the Membership.
9. Members may cast a vote from 12:01 a.m. (Toronto time) on the day voting opens until 11:59 p.m. (Toronto time) on the day voting closes, as identified by the Board Office.

Compliance

If a candidate fails to comply with this Management Practice or displays any Inappropriate Conduct, the ROM may, at its sole discretion, disqualify such candidate from the current election.

Ballot Entry Procedures

The following ballot entry procedures will be followed:

1. Ballots cast via the ROM website are to be associated with the Members who cast them. One Membership number, one vote. Ballots cast using an alternate voting option, as identified by the ROM, are to be entered into a separate Database from those votes cast electronically. This will isolate the ballots entered manually and allow a recount to verify that the tallies are correct.
2. The ability to associate a Membership with a specific ballot, whether cast electronically or otherwise, provides consistency to the process. This also allows for a complete audit of the voting process and an accurate recount of the ballot tallies.
3. Two people will verify the entry of paper ballots into the database (one person enters the ballots and a second person checks the entry).
4. Ballots that contain identifying information regarding the Member (such as name, address or phone number) that is added after they are mailed to the Member are not to be considered spoiled and will be counted.
5. Envelopes containing mail in ballots, if any, that are post marked after the cut-off date will not be opened and will not be counted. The deadline for voting will be communicated to the Membership.
6. The Board Office will develop for each election a ballot collection and entry process to be followed by the data entry clerks with respect to the collection and sign-off of ballot input and verification. Without limiting the generality of the foregoing, the process will provide that the personnel entering the voting data into the database should not have normal access to the ROM Membership database.

Scrutineers & Verification of Voters

The Secretary of the Board of Trustees shall act as Head Scrutineer, assisted by two independent scrutineers, who are not employees of, or volunteers at, the ROM. The scrutineers will verify the eligibility of the voters against the current Membership list and tally the ballots. The scrutineers shall certify a statement regarding the number of votes cast and counted, and file it with the ROM Board Office.

Results of the Election	<p>The person having the highest number of votes shall be declared to be elected as the Membership-elected trustee.</p> <p>The Secretary of the Board will communicate the result of the election to the candidates once the scrutineers are satisfied with the count.</p> <p>The results of the election will be announced to the Board of Trustees not later than the Annual Organizational Meeting of the Board (typically in mid-June).</p> <p>The result of the election will be announced to Members in the issue of ROM Magazine that is published after the election, via a Membership e-News notice and on the ROM website.</p>
Record Keeping	<p>The ROM will not be required to maintain any copies of the ballots (whether electronic or otherwise) for more than six months following an election.</p>
Appeal Process	<p>Candidates have 5 business days from notice to them of the results of the election to appeal to the ROM Board Governance Committee if there is an alleged breach of this election practice.</p>
Definition of terms	<p><i>Campaign:</i> an organized effort, other than on the platform provided by the ROM on its website, which seeks to influence the decision-making process of any Member or within a specific group of Members, including, without limitation, sending electronic messages or direct mail to, or hosting events for, Members, that describes a candidate's accomplishments or vision for the future of the ROM.</p> <p><i>Current Member:</i> A Member who is in good standing not less than 30 days' prior to, and on the date of, the election.</p> <p><i>Inappropriate Conduct:</i> includes, without limitation, (i) any offensive, abusive, disparaging or defamatory communication or conduct towards any ROM staff, trustee, volunteer, any other ROM Member or any visitor, (ii) any threatened or actual damage to or destruction of any property located in or at the ROM, (iii) the failure to comply with any ROM security measures (after being advised thereof) or any ROM policies, (iv) any communication or conduct that may be damaging to the reputation of the ROM, or (v) any conviction of an indictable offence or felony, or if any charge or information is brought involving any act of moral turpitude, in each case, as determined by the ROM in its sole discretion.</p> <p><i>Member:</i> a person or persons holding a Membership in any category within any class of Membership.</p> <p><i>Membership:</i> All members of the ROM regardless of the class of membership.</p>

<i>Departmental Responsibility</i>	The Board Office and the Secretary of the Board of Trustees are responsible for ensuring that terms of this practice are carried out.
Approved	April 16, 2008, William Thorsell, Director & CEO
Amended	January 7, 2009 December 6, 2019, Josh Basseches, Director & CEO
Accountability	All employees, volunteers and candidates are responsible for being aware of and adhering to this management practice in all pertinent areas of conduct. All employees and volunteers with managerial and supervisory responsibilities are accountable for ensuring that relevant staff members are familiar with the contents of this practice.
Monitoring Responsibility	The Secretary of the Board of Trustees is responsible for the implementation of the practice.
Frequency	Following each election.