2027 Election Guidelines.

2027 Board of Directors
Candidate Package.

vancity

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Definitions.

Acts	The *Credit Union Incorporation Act (British Columbia),* the *Financial Institutions Act* (British Columbia), and, to the extent applicable, the *Business Corporations Act* (British Columbia), and the regulations made under these Acts, each as amended.
AGM	Vancity's Annual General Meeting.
BCFSA	BC Financial Services Authority.
Board	Vancity Board of Directors.
Campaign	An organized course of action during a fixed period of time to encourage Members to vote in the Election.
Campaign expenses	An expense incurred by a Candidate related to the Election.
Candidate	An individual whose nomination to be a Director has been accepted by the Committee.
Committee	The Nominations and Election Committee established pursuant to Vancity Rule 4.4. The Committee is comprised of at least three Members who may be Directors not standing for office in the upcoming Election. Members-at-large are selected on the basis of criteria established by the Board.
Corporate Secretary	The Corporate Secretary for Vancity.
Director	An individual elected or appointed to the Board.
Election	The election of Directors for the Board.
Election Bulletin	Written notification to Members informing them about the Election, the Candidates, and the means by which voting will take place.
Election Official	An independent organization that collects and tabulates the results of the Election and voting on special resolutions.
Incumbent	A current Director standing for Election.
Member	A Member of Vancity.
Nominator	A Member who formally nominates another Member for candidacy.
Prior Candidate	A Candidate in the most recent past Election.
Rules	The ***Vancouver City Savings Credit Union Rules*** approved by Members and can be found on vancity.com
Scrutineer	A person who is present during a ballot recount.
Vancity	Vancouver City Savings Credit Union.

Introduction.

The following Guidelines are designed to assist Candidates and should be read alongside the Vancity Rules, as well as all accompanying material presented in the Candidate Package.

These Guidelines are reviewed annually and administered by the Committee to ensure:

- all Candidates are treated equitably;
- all parties understand appropriate Campaign activities;
- Members have sufficient information to make informed choices in the Election; and
- the Election is conducted in a manner consistent with a values-based financial co-operative.

Accessibility and Diversity Commitment.

Diversity, equity, and inclusion are important to us for ensuring a fair process for individuals with varying abilities. Let us be of assistance if you have accessibility or accommodation needs to help you through the nomination process. Contact Vancity's Governance Department at election@vancity.com or 604-877-7595 – we'd be happy to assist you wherever possible.

Call for Nominations.

Each year, Vancity invites Members to run in the upcoming Election through a "Call for Nominations". The Call for Nominations remains open for approximately one month in order to align with the democratic principles of credit unions. Please note that members of FCU Community Financial, a division of Vancity, can also be considered to join Vancity's Board of Directors.

Candidate eligibility.

An individual is eligible to be a Director if:

- they are 19 years of age or older;
- they've been a Member in Good Standing at Vancity (as defined in the Rules) for at least one year prior to January 1 of the year in which the election will be held; or a member in good standing of another credit union that has either been purchased by Vancity or combined with Vancity; and
- they are not in any of the excluded categories set out in Vancity Rule 4.2.

Standing as an Independent Candidate.

The use of slates or group identification between Candidates is prohibited.

Candidates are expected to run independently and on their own merits.

Candidates are not permitted to:

- campaign jointly with other Candidates, or
- support other Candidates or current Directors in their Campaign material.

Becoming a Candidate.

Information session.

Prospective Candidates are encouraged to attend a virtual information session at which these Guidelines and the Election process will be reviewed.

The session will provide prospective Candidates with an opportunity to connect with Committee members, ask questions, and learn more about Vancity's vision and values. Prospective Candidates will also receive legislative and administrative information associated with running in the Election.

Prospective Candidates must register in advance through the Zoom link posted online to attend the information session.

Required forms and documentation.

Prospective Candidates must be formally nominated to run in the Election, and submit the following:

- a completed (not handwritten, except for the signature) and signed Acceptance of Nomination form;
- completed Nomination forms from at least three (3) eligible Nominators;
- a detailed résumé;

- a colour photograph (head-and-shoulders shot) with a **minimum resolution of 1280 × 960 pixels**, in JPG, TIF, or PNG format, for use in Election publications, digital signage, and advertisements. The photograph must have a neutral background and show sufficient space around the face and head so that cropping does not result in the head touching the frame of the photo.

Style example of the photo required.

- a background record check will be performed with the individual's permission submitted to the Governance Department via email, authorizing Vancity to conduct a background record check. Vancity may also carry out international criminal record checks as needed. Note that a second criminal check will be required if a Candidate is elected.

Nominations.

Nominators must:

- be 19 years of age or over;
- be individual Members in Good Standing;
- have a Class B membership share balance of not less than $5;
- not be more than 90 days delinquent in any obligation to Vancity; and
- not nominate more than three Members (Vancity Rule 4.6).

Prospective Candidates may have their nomination papers signed by an employee of Vancity only where a personal relationship between the prospective Candidate and employee (e.g., relatives or friends) exists outside of the credit union's business structure.

The Committee will NOT see the signed Nomination forms. The Governance Department will verify the Nominators and inform the Committee if the forms have been completed satisfactorily.

Nominations and Acceptance of Nomination forms.

Nominees must complete the Acceptance of Nomination form, ensuring it is typed and all questions are answered fully. **Nominees should proofread their forms for grammatical and typographical errors before submission**. Nominees must ensure word limits are adhered to as any text beyond the allowance will not be included.

The Acceptance of Nomination form is prefaced with guidance notes to help with its completion. All forms must be accompanied by three nominations, although five nominations are recommended to ensure Nominator eligibility requirements are met (see "Nominations" above).

Nominees are reminded that, by signing the declaration, they acknowledge they have read and will abide by the Rules and these Guidelines.

Supporting documents.

Nominees must also provide a report showing the search results from a bankruptcy/insolvency check performed through the Office of the Superintendent of Bankruptcy Canada (see Deadline Checklist and Key

Dates document for date required). Nominees are responsible for completing this bankruptcy check, which can be accessed by clicking on the following link: Bankruptcy and Insolvency

The Office of the Superintendent of Bankruptcy Canada has posted instructions on how to complete the search – available by clicking on the following link: Bankruptcy and Insolvency Instructions

Only results from the *Bankruptcy and Insolvency Act* (BIA) search are required. Do not complete the search under the *Companies' Creditors Arrangement Act* (CCAA).

> **Important:** The Bankruptcy and Insolvency form is **NOT** part of the Candidate's Package and will not be performed by Vancity's Governance Department. The Candidate is responsible for completing the check on their own through this link and submit the results separately to election@vancity.com along with the full Candidate Package.

Vancity will perform both credit and criminal records checks following receipt of the signed documents and identification. Nominees provide consent for Vancity to obtain any supplemental information necessary to confirm their suitability as a potential Director by signing the declaration under Part K of the Acceptance of Nomination form. Nominees must also consent to the email request from the Governance Department to conduct a criminal records check.

To confirm suitability as a Director, the Committee may seek information about a Candidate from other sources. Nominees must provide references for the Committee's use only along with providing their consent for the Committee to seek and contact references of the nominee's professional background beyond those provided under Part J of the Acceptance of Nomination form by signing the declaration. Note that all Candidate references should hold a professional relationship with the Candidate (based on work, board, or volunteer experience). Family and friends are not acceptable references.

Nominees may also choose to provide personal email or website addresses and/or social media handles (3 handle limit) for publication in the Election material as a tool to engage with Members during the Campaign period.

Personal Information Return.

In accordance with Section 105 of the *Financial Institutions Act*, Directors are required to submit a Personal Information Return for Directors, Senior Officers, Subscribers, and Shareholders of Credit Unions, Insurance Companies and Trust Companies upon their appointment to the Board. For reference, this form is located on the BCFSA site and not required as part of the Candidate's nomination submission. This form will be completed by successful Candidates after the Election.

Use of Acceptance form and supporting documents.

The Governance Department will review all documents to ensure:

- Nominees are eligible to run as Candidates in the Election; and
- Completed forms comply with these Guidelines.

The Committee will review the Acceptance of Nomination form and résumé in its preparation for interviews. Résumés will be shared with the Committee ahead of interviews, and, upon Candidate approval, will be featured alongside their profiles on vancity.com.

The following will be published in the Election Bulletin and on vancity.com:

- Candidate's statement
- Candidate's photograph; and
- Candidate's email and/or website addresses and/or social media handles (if provided).

The Candidate's résumé will be made available online if requested by the Candidate.

The Committee may instruct Nominees to amend their Candidate statement for publication on vancity.com if, in its opinion, the content contravenes, or may be perceived to contravene, these Guidelines.

Deadlines and delivery of documents.

The Committee will set all deadlines from year to year (see Deadline Checklist and Key Dates document). **Deadlines are fixed and no exceptions will be made.** Nominees are therefore encouraged to submit their documents as early as possible.

Nominees are also advised to review their forms carefully. Missing or incomplete documentation will affect nomination and candidacy.

The completed Acceptance of Nomination form must be submitted to the Governance Department by email in an electronic format that allows for information to be transferred into the Election material and online templates.

Colour photographs, with a minimum resolution of 1280 x 960 pixels, must also be emailed as editable electronic images (high resolution JPG, TIF or PNG files) to enable resizing for publication in Election literature, digital signage, and newspaper advertisements. There should be enough room around the head so that cropping won't result in the head touching the frame of the photo. A neutral background is preferred.

All completed documents must be received by the Governance Department on time. Only Governance timestamps will be used to determine the time of receipt. Delivery to branches, any other location, or any other email address will not be accepted.

Close of nominations.

All Nominees must ensure they are aware of the closing date of nominations (see Deadline Checklist and Key Dates document). **All completed documents must be submitted by this date and time.**

Rejected nominations.

By the Corporate Secretary.

On behalf of the Committee, the Corporate Secretary will reject any Nominee from standing for Election and advise the Committee, if:

- the Nominee does not meet the eligibility requirements set out in Vancity Rules 4.1 and 4.2; or
- all the required completed forms and documentation have not been received within the prescribed time; or
- in a prior year, the Nominee has been rejected on the basis of being an individual who: ought not to be in a position to control or influence a financial institution and/or, if elected, will not act honestly, in good faith, and in the best interests of the financial institution.

Within 24 hours of the decision, the Corporate Secretary will notify the Nominee, in writing, of the rejection and provide reasons.

Within three days from the date of notification by the Corporate Secretary, the Nominee may submit a letter to the Committee appealing the Corporate Secretary's decision and provide any relevant information the Nominee wishes the Committee to consider. The Committee will conduct a documentary review on the basis of the information before it. The only grounds upon which the Committee may overturn the Corporate Secretary's decision is if it determines the Corporate Secretary made a factual error in rejecting the Nominee. The Committee will notify the Nominee, in writing, of its decision whether the nomination may proceed.

A Committee decision to uphold the rejection of a Nominee requires at least two thirds of the Committee to vote in favour. All decisions rendered by the Committee at this stage are final.

By the Committee.

The Committee may reject a Nominee from standing for Election if at least two thirds of the Committee determines on reasonable belief that:

- 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 Vancity;
- a conflict of interest exists that would prevent the Nominee, if elected, from properly discharging their duties as a director;
- the Nominee is an individual who ought not to be in a position to control or influence a financial institution;
- the Nominee is an individual that, if elected, will not act honestly, in good faith, and in the best interests of the financial institution;
- the Nominators have not met eligibility requirements;
- the nomination papers have not been completed correctly;
- the Nominee has not met the Campaign expenses guideline in a previous Election;
- the nomination does not adhere to the legislative requirements set out in the Acts; or
- the Nominee has an unacceptable background, low credit[1], bankruptcy & insolvency, and/or criminal records check.

The Committee will notify the Nominee of the rejection within 24 hours of its decision and provide its reasons, in writing, to the Nominee.

Within three days from the date of notification by the Committee, the Nominee may submit a letter to the Board appealing the Committee's decision and provide any relevant information the Nominee wishes the Board to consider. The Board will conduct a documentary review on the basis of the information before it and notify the Nominee, in writing, of its decision whether the nomination may proceed.

A Board decision to uphold the rejection of a Nominee requires at least two thirds of the non-Incumbent Directors to vote in favour. All decisions rendered by the Board at this stage are final.

[1] A credit score generally below 600 points as a result of bankruptcy, collection items, or large amounts of outstanding debt. Discretion will be applied in certain cases where extenuating circumstances have played a significant role in a nominee's credit score.

Interview and Candidate confirmation.

Interviews.

Nominees are required to attend an interview with the Committee unless they receive notice the requirement to attend is waived by the Committee (Vancity Rule 4.9).

Scheduling for interviews will begin shortly after the close of the acceptance of nominations period. Nominees must make themselves available to attend a virtual or in-person interview with the Committee. Interviews are generally scheduled in January, and may occur in the late afternoon, evening, or possibly on a weekend. Interviews are approximately 30 - 45 minutes in duration. Note: Candidates may not be required to attend an interview if the Committee does not require any further information in addition to the information provided in the Candidate Package.

Reasonable travel expenses incurred by Nominees and accessibility accommodations, or requirements incurred by Candidates from outside of the Lower Mainland to attend an interview will be reviewed on an individual basis and, if approved by the Corporate Secretary, be reimbursed by Vancity.

In the event a potential or actual conflict of interest arises between a Nominee and a member of the Committee, the Committee member will disclose the nature of the conflict to the Committee and, if appropriate, excuse themselves from participating in the interview.

Recommendations.

Every year, the Board reviews the existing collective skills, attributes, and experience of its Directors to identify gaps or priorities, as informed by Vancity's strategic vision and business needs. This exercise is essential to ensure an optimal board governance structure is in place to effectively guide the organization and protect the interests of Members.

A list of desired attributes and experience for Directors is communicated to Members as part of the Call for Nominations, including those of particular focus for the Election that year. Nominees will be assessed against these criteria.

After the screening and interview process has been completed, the Committee will recommend up to five Candidates to the Board who, in its opinion:

- best meet the eligibility requirements under the Rules and Acts;
- demonstrate experience in specific areas that will complement and strengthen the existing Board; and
- possess attributes and experience that are consistent with the values of Vancity and provide the Board with the capacity to achieve its vision and protect the interests of Members and communities.

As of September 2013, BCFSA expects all credit unions in British Columbia to follow a Candidate recommendation process.

Notification to Nominees.

Once the Board has confirmed the Candidate list and its selection of up to five recommended Candidates, all Nominees will be notified.

If any Nominee wishes to withdraw from the Election following notification of the recommendations, they must inform the Governance Department before the deadline set by the Committee (see Deadline Checklist and Key Dates document). This is to allow sufficient time to ensure Candidate information is removed from the Election Bulletin before it is published.

Candidate listing.

The order of Candidates as listed in the Election literature (bulletin and ballot) and online is determined by a single random draw conducted by the Committee.

Back

Campaigning.

The following Campaign Guidelines apply to Candidates once their nomination has been confirmed by the Committee.

Effective Campaigning increases visibility of Candidates, informs Members about the Election and highlights the benefits of Vancity as a mission-based financial co-operative.

Prior to being confirmed as a Candidate, Nominees may state they are considering running for and/or are a Nominee in the Election for the purposes of organizing their Campaign (e.g. putting together their website, creating a Facebook page, securing endorsements, etc.). Please refer to the Deadline Checklist and Key Dates table in the Acceptance of Nomination Package on page 4.

Candidates may begin Campaigning on the date set by the Committee during the period set by the Committee (see Deadline Checklist and Key Dates document).

When engaging with Members, Nominees/Candidates may, subject to the Guidelines regarding Campaign conduct:

- express their personal views on current issues affecting Vancity and the financial industry;
- take questions from Members; and
- if applicable, inform Members their concerns will be brought to the attention of the Board, if the Candidate is elected.

However, as it is not in their authority to do so, Nominees/Candidates are strictly prohibited from committing the Board to a specific course of action or speaking on behalf of Vancity. If a Candidate requires advice on Member correspondence, they can contact the Governance Department for further guidance.

As a Candidate, you are expected to treat Members respectfully and courteously. In turn, we expect Members to treat you similarly. Vancity will not tolerate threatening, racist, or discriminatory behavior online or in-person during the Campaign. As a Candidate, if you experience anything in that regard, notify the Governance Department immediately.

Acceptable Campaign strategies.

Campaign materials.

Candidates are permitted to use printed forms of communication (e.g., brochures, newsletters, and flyers) as well as social media (e.g., blogs and social networking sites) to promote their candidacy.

In their Campaign materials, Candidates may use the colour red, photos from Vancity events or outside Vancity branches, and Election-branded items and graphics provided to the Candidates by the Governance Department. Candidates are prohibited from using the Vancity logo in their Campaign materials.

Candidates are encouraged to consider how to make their Campaign more accessible to people who are visually impaired; have learning difficulties or low literacy skills; or whose first language is not English.

The Committee may, at its discretion, review Campaign materials and reject any portion that contravenes these Guidelines, or is considered to be misleading, defamatory, or injurious to Vancity's Members or its reputation.

Candidates may be in breach of these Guidelines if they post links to sites or other social media profiles which are deemed inappropriate.

Emails during the Campaign.

Any correspondence received by Vancity from Members or non-Members regarding Campaign emails will be redirected to the Candidate for response.

Individual endorsements and testimonials.

Candidates are permitted to use endorsements and/or testimonials in their Campaign material. Such statements must be current and reflect the honest opinions, findings, beliefs, or experience of the endorser.

Endorsements must not contain any representations that cannot be substantiated by the endorser or may be misleading or deceptive.

Any collection of personal data information for the purposes of Campaigning and engagement should abide by the Personal Information Protection Act. Violation of this legislation will result in disqualification.

Campaigning from other parties on the Candidate's behalf.

Campaigning on behalf of the Candidate by external parties, including social activist groups, labour unions, political organizations, or any other organizations, is prohibited. Violation of this guideline disadvantages other Candidates because it bypasses Election finance Guidelines, and may lead to disqualification from the Election.

Campaigning outside Vancity premises (including FCU Community Financial premises).

In 2027, Candidates may not Campaign outside Vancity premises. During the Campaign period, Candidates are only allowed inside Vancity premises to conduct their personal or business banking.

Campaigning at other venues.

Candidates may Campaign at other venues but must obtain express permission from proprietors/ management before doing so and conduct themselves in a respectful and courteous manner.

Unacceptable Campaign strategies.

Platforms.

Candidates must not directly or indirectly claim they will implement specific platforms or policies if elected, either verbally or in any materials distributed as part of their Campaign.

Negative Campaigning.

Candidates must neither make nor support negative comments about Vancity, its Board, Board Committees, management, employees, or other Candidates.

Campaigning inside Vancity premises (including FCU Community Financial premises).

Neither Candidates nor their supporters are permitted to Campaign inside Vancity premises (including ATM vestibules).

Campaign conduct.

Candidates must:

- conduct their Campaigns in the spirit of responsible civil discourse and fair play;
- focus their Campaigns on positive descriptions and statements of principle, experience, and aspirations;

- use every effort to keep their interactions factual and accurate;
- strive for transparency, openness, and authenticity in their interactions;
- publicly correct, without delay, any information communicated that is later found to be misleading or in error; and
- be honest about their relationships, opinions, and identity.

Candidates must not:

- knowingly make a false or misleading statement in their documentation and/or declaration;
- hinder or interfere with the Campaigns of other Candidates;
- knowingly make false, negative, personal, or misleading statements about other Candidates;
- remove, deface, interfere with, or unreasonably inhibit from viewing other Candidates' materials or messages;
- apply any undue influence or pressure to Members exercising their right to vote;
- offer financial incentives or other considerations to Members to encourage or discourage them from voting;
- interfere with the duties, or seek assistance from, any employee of Vancity (including FCU Community Financial), its subsidiaries, or the Vancity Community Foundation, in connection with the Election; and
- interfere or impede any Members conducting business.
- contact members of the NEC outside of scheduled meeting times between the Candidate and NEC

The Committee is responsible for supervising the conduct of Candidates during the Election period.

Candidate questions.

Candidates may contact the Governance Department by telephone (604-877-7595) or email (election@vancity.com) with questions regarding their Campaign and/or these Guidelines. Where appropriate, the Governance Department may address questions about the Election without recourse to the Committee.

Candidate complaints.

Candidates may lodge a written complaint with the Committee if they believe that during the Campaign:

- there has been an unreasonable delay or failure by the Governance Department or the Committee to address a Campaign issue;
- an error has been made that has negatively impacted their Campaign;
- their Campaign has been unfairly disrupted by another Candidate;
- they have been the subject of bias or unfairness; or
- they have been the subject of discourtesy or discrimination.

The Committee will review all complaints. The Governance Department will coordinate the process and notify Candidates of the Committee's final decision in writing.

Depending on the nature of the complaint, the Committee may address the complaint on an informal basis by contacting the Candidate directly to resolve the issue.

All Candidate Complaints can be sent directly to election@vancity.com.

Social Media Guidelines.

These Guidelines are intended to provide advice to Candidates on how best to navigate social media during the Election. The Campaigning section of the Election Guidelines may also be referenced about Campaigning in general.

Use of social media sites.

If used effectively and positively, social media can be a useful tool to connect with Vancity's Members and amplify your Campaign during the election period. Remember the following tips:

1. Vancity's reputation.

- Putting something on the internet is not a casual act. Candidates could positively or negatively affect Vancity's reputation.
- Once posted, words will stay online indefinitely.

2. Being an online citizen.

- Candidates may link to other appropriate blogs, news articles, videos, and other types of content from their social media accounts, but it is not appropriate to "spam" the credit union name to other social media users.
- Monitor and reply to comments in a timely manner, including reviewing comments to tweets and posts, etc. regularly.
- If you see something posted about Vancity that you feel is derogatory, offensive, or incorrect, flag it to the Governance Department.
- Social media is a great opportunity to show understanding and acknowledgment of issues and to deal with them appropriately. Avoid becoming confrontational online.
- It is your responsibility to be aware of privacy requirements and the need to respect others' intellectual property and copyright.

3. Speaking officially or as an individual.

- Social media blurs the lines between public and private, personal, and professional. By identifying as a Candidate for the Vancity Board, a perception about your expertise and that of the credit union could be created.
- Expressing your own opinion is encouraged; however, make it clear the opinion expressed is your own and not the Board or Vancity's. Only a designated Board spokesperson can speak on behalf of the Board.
- Do not respond to member posts or posts from the general public that are addressed to Vancity's official social media accounts. Our dedicated online care team work closely with our Marketing and Communications Teams to address these member issues and comments.
- You may not use Vancity's logo, trademarks, or advertising slogans in your Campaigning.

4. Sometimes mistakes happen.

If you believe you may have violated one of the Guidelines mentioned above, advise the Governance Department immediately.

Expenses.

Campaign expenses.

Campaign expenses must not exceed $1,500, excluding taxes. Campaign expenses will not be reimbursed.

As the Committee may ask for proof of Campaign expenditures, Candidates are advised to keep all receipts pertaining to the expenses incurred as part of their Campaign.

Candidates are advised that failing to submit Campaign expenses upon request, or exceeding the expense limit, may disqualify them or make them ineligible to run in future Elections.

Travel expenses for Candidates.

Reasonable travel expenses incurred by Candidates from outside the Lower Mainland to attend any official Vancity Election events will be reviewed on an individual basis and, if approved by the Corporate Secretary, be reimbursed by Vancity.

Close of Campaign.

Ballot counts.

Ballots are counted by the Election Official.

If there's a difference of less than 25 votes between the successful Candidate (with the least number of votes) and the unsuccessful Candidate (with the most votes), the Election Official will recount the ballots.

Each Candidate may appoint one Scrutineer who shall be entitled to be present at the office of the Election Official during the recounting of the ballots. The Election Official will authorize and set the schedule for Scrutineers to observe the ballot recount.

Election results.

The results will be announced to Candidates within seven business days of the end of the Election.

The results will be officially reported at the AGM. Candidates are not permitted to discuss or release the results until Vancity has done so.

Newly appointed Directors will commence their term of office at the close of the AGM.

Retention period.

Ballots will be destroyed 30 days after the AGM.

Compliance.

The Committee may, at its discretion, make any amendments to these Guidelines as it deems necessary to ensure fairness and transparency throughout the Election process.

Guidance from Committee.

Where Candidates have questions regarding the interpretation or application of these Guidelines, they may request, in writing, clarification from the Committee.

Candidates are advised the Committee may, at its discretion, publish any clarification provided, especially if the Campaigns of other Candidates or these Guidelines are directly affected by the clarification.

Candidates must comply immediately with any direction issued by the Committee.

Breach of Guidelines or Rules.

In the event a Candidate is believed to be in violation of these Guidelines or the Rules, the Committee will:

- conduct a preliminary assessment to determine the severity and scope of the breach,
- take immediate action to ensure the breach does not disrupt the Election, and
- provide written notification to the Candidate that a breach has been identified and offer them an opportunity to correct it within a timeframe set by the Committee. Written notification will include:
  - a full description of the breach;
  - a general account of the temporary measures imposed (if applicable); and
  - a request the Candidate respond in writing to the allegations made.

If, following its review, the Committee finds the Candidate has breached these Guidelines or the Rules, it may impose sanctions including directing the removal of offending Election materials, public reprimands of the Candidate, and disqualification of the Candidate from the Election (described further below). For any sanction to be imposed, a decision must have the support of at least two thirds of the Committee.

The Committee will notify the Candidate of its decision in writing. Decisions may also be reported to Members.

Reconsideration of breach of Guidelines or Rules decision.

Where the Candidate disagrees with the Committee's decision, the Candidate may, within three days from the date of notification, submit a letter to the Committee requesting it reconsider its decision. The letter should contain a detailed explanation of why the Candidate believes the decision should be reviewed or changed. The Candidate may submit new or further information for the Committee's consideration, if applicable.

At its discretion, the Committee may invite the Candidate to attend a meeting.

Candidates must comply with the Committee's original decision unless, or until, the Committee indicates otherwise.

At the conclusion of its review, the Committee will communicate its decision, in writing, to the Candidate.

The Committee may reject any request for a reconsideration of its decision if, within the opinion of the Committee, the request is frivolous, vexatious, unsupported by evidence, or without substance or merit. Under such circumstances, the Committee will inform the Candidate, in writing, of its reasons for rejecting the Candidate's request. All decisions rendered at this stage are final.

Disqualification before conclusion of the Election.

The Committee may disqualify a Candidate:

- who has shown contempt for the Election process, the Committee, or Vancity;
- who has failed to follow a direction of the Committee;
- who has not complied with the Election Guidelines, or
- about whom new information becomes known to the Committee which would have resulted in their nomination being rejected had the information been known at the time the Corporate Secretary or the Committee considered their nomination.

The Committee will notify the Candidate, in writing, of the grounds for considering disqualification and provide the Candidate with an opportunity to meet with the Committee to provide oral submissions at a date and time set by the Committee. The Committee may set a time limit for the submissions.

If the Candidate does not meet with the Committee, the Candidate may provide written submissions by a date and time set by the Committee. The Committee may set a page limit for the submissions.

The Committee will notify the Candidate whether they have been disqualified from the Election within 24 hours of making its decision and provide its reasons, in writing, to the Candidate.

Within three days from the date of notification of disqualification by the Committee, the Candidate may submit a letter to the Board appealing the Committee's decision and provide any relevant information the Candidate wishes the Board to consider. The Board will conduct a documentary review on the basis of the information before it and notify the Candidate, in writing, of its decision.

A Board decision to confirm the disqualification of a Candidate requires at least two thirds of the non-Incumbent Directors to vote in favour. All decisions rendered by the Board at this stage are final.

Disqualification after the Election results.

Prior Candidate not elected.

In accordance with Vancity Rule 4.24, if the Committee or the Board becomes aware a Prior Candidate who was not elected contravened the Election Guidelines, the Committee may disqualify the Prior Candidate from standing for Election the following year.

The Committee will notify the Prior Candidate, in writing, of the grounds for considering disqualification and provide the Prior Candidate with an opportunity to meet with the Committee to provide oral submissions at a date and time set by the Committee. The Committee may set a time limit for the submissions.

If the Prior Candidate does not meet with the Committee, the Candidate may provide written submissions by a date and time set by the Committee. The Committee may set a page limit for the submissions.

The Committee will notify the Prior Candidate whether they have been disqualified from standing for Election the following year within 24 hours of making its decision and provide its reasons, in writing, to the Prior Candidate.

Within three days from the date of notification by the Committee of disqualification, the Prior Candidate may submit a letter to the Board appealing the Committee's decision and provide any relevant information the Prior Candidate wishes the Board to consider. The Board will conduct a documentary review on the basis of the information before it and inform the Prior Candidate, in writing, of its decision.

A Board decision to confirm the disqualification of a Prior Candidate requires at least two thirds of the non-Incumbent Directors to vote in favour. All decisions rendered by the Board at this stage are final.

Prior Candidate who is elected.

In accordance with Vancity Rule 4.24, if the Committee or the Board becomes aware a Director, who was a Prior Candidate, contravened the Election Guidelines, the Board may remove the Director from the Board and disqualify the Director from standing for Election the following year.

The Board will notify the Director in writing of the grounds for considering removal and disqualification, and provide the Director with an opportunity to meet with the rest of the Board to provide oral submissions at a date and time set by the Board. The Board may set a time limit for the submissions.

If the Director does not meet with the Board, the Director may provide written submissions by a date and time set by the Board. The Board may set a page limit for the submissions.

The Board will notify the Director whether they have been removed as a Director and disqualified from standing for Election the following year within 24 hours of making its decision and provide its reasons in writing to the Director.

A Board decision to remove and disqualify the Director requires at least two thirds of the other Directors to vote in favour of the removal and disqualification. The Board's decision will be final.

Resources.

- *Governance Guideline for BC Credit Unions – BCFSA*
- *Financial Institutions Act* [RSBC 1996], c. 141 (Part 4 – Corporate Governance)
- *Business Corporations Act* [SBC 2002] c. 57 (Part 5, Division 1 – Directors)
- *Credit Union Incorporation Act* [RSBC 1996] c. 82 (Part 5, Division 1 – Directors)

Contact information.

For more information about these Guidelines or the Election, please contact the Governance Department at:

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Tel: 604-877-7595
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Vancity