



Criminal Lawyers' Association
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July 28, 2017

Dear Colleague:

RE: ELECTION OF EXECUTIVE AND DIRECTORS

Pursuant to the Constitution and By-Laws of the Criminal Lawyers' Association, I am pleased to inform all voting members that an election will be held this fall for the Executive and Directors of our Association for the 2017-2019 term. Members can access the By-Laws on the CLA website under the members only section.

POSITIONS:

Position	Eligibility
President	Open to all full (active) members. Candidates seeking nomination to the role of President must have served on the CLA Board for at least one full (active) term within the past eight years (since 2010). Upon election, the President must undertake that he/she will withdraw any pending judicial applications and that he/she will undertake not to submit an application for judicial appointment during his/her term of office.
Vice President (3 positions)	Open to all full (active) members. No more than 2 VPs will be elected from among the members of the Toronto region and at least one VP shall be elected from among the members from outside Toronto.
Women's Vice President	Open to all female full (active) members. The candidate must be from the region of Toronto (this position rotates between Toronto and outside Toronto).
Treasurer	Open to all full (active) members.
Secretary	Open to all full (active) members.
Assistant Secretary	Open to all full (active) members.
Belleville/Napanee Director	Open to all full (active) members from this region.
Durham Director	Open to all full (active) members from this region.
Grey/Bruce Director	Open to all full (active) members from this region.
Halton Director	Open to all full (active) members from this region.
Hamilton Director	The local Association appoints the Director.
Huron/Muskoka Director	Open to all full (active) members from this region.
Kingston Director	Open to all full (active) members from this region.
London Director	Open to all full (active) members from this region.
Ottawa Director (2 positions)	Open to all full (active) members from this region.

Peel Director	Open to all full (active) members from this region.
Niagara Director	The local Association appoints the Director.
Rideau/St Lawrence Director	The local Association appoints the Director.
Sault Ste. Marie Director	Open to all full (active) members from this region.
Simcoe Director	Open to all full (active) members from this region.
Sudbury Director	Open to all full (active) members from this region.
Toronto Director (8 positions)	Open to all full (active) members from this region.
Thunder Bay Director	Open to all full (active) members from this region.
Waterloo Director	Open to all full (active) members from this region.
Windsor Director	Open to all full (active) members from this region.
York Director	Open to all full (active) members from this region.
Women's Director	Open to all full (active) female members from a region other than Toronto (this position rotates between Toronto and outside Toronto).
Recent Call Director (2 position)	Full (active) members less than seven years (2011 or later) from call to the bar. One position is from the region of Toronto, one is from a region other than Toronto.

NOMINATIONS

Nominations will be for a specific position, will be in writing and will be signed by any two nominators who are FULL (ACTIVE) members of the Association in good standing and also by the member accepting the nomination (sample nomination form attached). No person may be nominated for more than one position either as a Director or an Officer of the Association.

DATES FOR NOMINATIONS

Nominations will open on July 28, 2017 and may be mailed, faxed, emailed or delivered to the Association office. **Nominations must be received by 5:00 p.m., Friday, September 22, 2017**, at which time nominations will close.

DATE FOR ELECTION

Ballots will be mailed by September 29, 2017. **Completed ballots must be received in the Association office by 6:00 p.m., Thursday, October 26, 2017.**

ELECTION GUIDELINES

Based on member feedback the current CLA Board has put in place protocols to ensure transparency with the election process. The following guidelines are provided:

- Calls for the individual vote count will be disclosed, upon request, to the candidate(s) for the position to which they were seeking election, with the warranty that the candidate(s) will keep these results confidential.

- Voting tabulation results will remain confidential until announced at the Annual General meeting.
- The Board appoints two scrutineers who oversee the ballot counting. Final vote counts are reviewed by the scrutineers and signed.
- Ballots will be held by the CLA office for a period of up to 30 days following the election after which they are destroyed.
- Candidates who wish to challenge the vote count can submit a formal request for a recount within 10 days following the annual meeting. Upon receipt the ballots will be re-counted in the presence of the candidates.
- To foster nomination submissions during the call for nominations process, a list of nominations received will be made available to members on September 8, September 15 and at 5pm September 21.
- Current Directors' attendance records and voting records are available within the board meeting minutes posted on the CLA website. A summary log of Directors meeting attendance records for the 2015-2017 will be posted on the CLA website by August 31, 2017.
- The member's office mailing address on file with the CLA office, as at this date, dictates the region of the member for nomination and voting purposes.

POSITION DESCRIPTIONS

The CLA Board is a working board. As such Directors will be expected to take on work to advance the interests of the association and its members. Candidates seeking nomination should familiarize themselves with the following position descriptions.

President – The President presides at all meetings of the members of the Association. The President shall make all public statements in regard to the Criminal Lawyers' Association policy and positions or delegate a member of the Executive to do so. The President frequently attends meetings with key stakeholders and sits on various committees representing the association. The role of President is a significant commitment often exceeding 10 hours per week. As permitted under our By-laws, the President shall receive an honourarium currently valued at \$36,000.00 per fiscal year in office. The rate is reviewed on a bi-annual basis to coincide with the Association's budget process.

Vice President – The Vice Presidents assist the President and other Directors in executing the duties of their office. The Vice Presidents will be expected to participate in various CLA Committees and serve as representatives on external committees.

Women's Vice President – In addition to the responsibilities listed for the Vice President above, the Women's Vice President will also be expected to advance the interests of women members in accordance with the Women's Committee terms of reference.

Treasurer – The Treasurer is responsible for supervision of the financial activities and transactions of the association. Working with the Association’s management company they will oversee financial reporting, budgeting and expense approval.

Secretary/Assistant Secretary – These two officers shall oversee the recording of all facts and minutes of all proceedings of the association and are responsible for ensuring activities coincide with By-law provisions.

Regional Directors – These Directors assume responsibility for the following:

- Maintaining contact with the local association and ensuring that there are lines of communication between the local association and the CLA governing body
 - Maintaining a presence on local stakeholder committees, such as bench and bar or courthouse committees
 - Maintaining a presence on local domestic violence court committees
 - Reporting to the CLA governing body any issues of concern to local members and reporting any CLA initiatives which may affect local associations or local members
 - Representing the CLA as requested at local events
 - Encouraging and maintaining membership by:
 - Following up with lapsed members and report findings to Executive Director
 - Assisting in co-ordinating local events for members and encouraging new members to join
 - Assisting applicants in seeking support for their membership
 - Maintaining contact and liaising with local law schools
 - Assisting members who wish to file complaints against judiciary, justices of the peace or crown attorneys by ordering transcripts and forwarding those complaints to the Executive
 - Attending monthly board meetings, either in person or by telephone.

If questions arise about the election, please contact the CLA office. Please submit your nominations in good time to avoid any difficulties.

Yours very truly,

Heather Pringle
Secretary

NOMINATION FORM

We, _____, and _____,
being members in good standing of the Criminal Lawyers' Association, hereby nominate
_____, for the office of _____.

DATED: _____

I, _____, hereby accept the nomination.

DATED: _____

Completed nominations are to be sent to the CLA at

**Mail: 189 Queen Street East, Unit 1
Toronto, Ontario M5A 1S2**

Fax: 416-968-6818

E-mail: Anthony@criminallawyers.ca

All nominations must be received by 5:00 p.m., September 22, 2017

- Note: all nominations received will be acknowledged as being received within one business day of receipt. If you do not receive an acknowledgement, you can assume the nomination was NOT received.
- Nominators can be any Full (active) CLA member.