May 17, 2023

# **Dear CPCA Friends,**

On October 19, 2023, the CPCA Annual General Meeting will take place during the in-person ATS in Winnipeg, MB.

In addition to a few other agenda items, an election will take place for the positions of President, 1st (First) Vice President, and 2nd (Second) Vice President.

Enclosed with this cover letter are the following to guide the nomination and election process

* Explanation of Nomination Process
* Nomination Form
* Nomination Reference Form
* Nominee Biographical Sketch page

Kindly read the enclosed information, and, if you are a **member-in-good-standing (dues paid for 2023)** and wish to nominate a CPCA member-in-good-standing for a position, follow the instructions using the forms enclosed.

All forms must be returned by **September 29, 2023**, via email to the CPCA Secretary/Treasurer Phil Sovdi at: [Secretary.Treasurer@the-cpca.ca](mailto:Secretary.Treasurer@the-cpca.ca)

Thank you for serving the CPCA in this way.

# **2023 NOMINATION PROCESS**

**POSITIONS FOR NOMINATION**

The following positions are open for nomination for this year’s election process:

President (2-year term)

First Vice President (2-year term)

Second Vice President (2-year term)

**ELIGIBLITY**

Nominations shall be made by members-in-good standing (membership dues current, actively serving or within one year of active service as chaplain per “Membership” in Constitution)

Nominees shall be

1. Members-in-good standing (see above)

2. Nominated by another member in good standing (self-nominations are not eligible)

**PROCESS**

Nominations shall be submitted no later than **midnight September 29, 2023**

Nominations shall be emailed to: [Secretary.Treasurer@the-cpca.ca](mailto:Secretary.Treasurer@the-cpca.ca)

Nominations shall be accompanied by **two (2) references**

References shall be emailed to: [Secretary.Treasurer@the-cpca.ca](mailto:Secretary.Treasurer@the-cpca.ca) by **midnight, September 29, 2023**

NOTES:

1. Submitting a nomination and references does not guarantee the name will appear on the ballot

2. Elections shall take place on **Thursday, October 19, 2023**, during the duly called Annual General Meeting of the Canadian Police Chaplain Association in Winnipeg, MB.

3. Only votes by members-in-good standing shall be counted.

# **2023 NOMINATION FORM**

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| --- |
| **NOMINATOR INFORMATION**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone number: (\_\_\_\_) \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_  Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **NOMINATION**  I am nominating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name of Nominee) (Position)  Nominee’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Nominee’s phone number: (\_\_\_\_) \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_  Nominee’s email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please email this Nomination form to: [Secretary.Treasurer@the-cpca.ca](mailto:Secretary.Treasurer@the-cpca.ca) by midnight, Sept 29, 2023

# **1st NOMINATION REFERENCE FORM**

|  |
| --- |
| **REFERENCE CONTACT INFORMATION**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone number: (\_\_\_\_) \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_  Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I am providing this Reference for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Nominee) (Position)

The length of time I have known the nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The primary capacity or context in which I have known the nominee (check all that apply)

* Friend
* Co-worker
* Co-volunteer
* Supervisor
* Other (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Give a brief description of the nominee’s experience and/or qualifications for this position:

Please email this reference form to: [Secretary.Treasurer@the-cpca.ca](mailto:Secretary.Treasurer@the-cpca.ca) by midnight, Sept 29, 2023.

# **NOMINATION REFERENCE FORM cont’d**

Please answer the following questions clearly and concisely:

a. What are the top 2 reasons you are nominating this person?

1.

2.

b. Have you worked, or would you want to work on a committee with this person? Why or why not?

c. What are this candidate’s 3 greatest strengths for this work?

1.

2.

3.

d. What cautions, if any, would you offer regarding this candidate?

Please email this reference form to: [Secretary.Treasurer@the-cpca.ca](mailto:Secretary.Treasurer@the-cpca.ca) by midnight, Sept 29, 2023.

# **2nd NOMINATION REFERENCE FORM**

|  |
| --- |
| **REFERENCE CONTACT INFORMATION**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone number: (\_\_\_\_) \_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_  Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I am providing this Reference for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Nominee) (Position)

The length of time I have known the nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The primary capacity or context in which I have known the nominee (check all that apply)

* Friend
* Co-worker
* Co-volunteer
* Supervisor
* Other (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Give a brief description of the nominee’s experience and/or qualifications for this position:

Please email this reference form to: [Secretary.Treasurer@the-cpca.ca](mailto:Secretary.Treasurer@the-cpca.ca) by midnight, Sept 29, 2023.

# **NOMINATION REFERENCE FORM cont’d**

Please answer the following questions clearly and concisely:

a. What are the top 2 reasons you are nominating this person?

1.

2.

b. Have you worked, or would you want to work on a committee with this person? Why or why not?

c. What are this candidate’s 3 greatest strengths for this work?

1.

2.

3.

d. What cautions, if any, would you offer regarding this candidate?

Please email this reference form to: [Secretary.Treasurer@the-cpca.ca](mailto:Secretary.Treasurer@the-cpca.ca) by midnight, Sept 29, 2023.

# **NOMINEE BIOGRAPHICAL SKETCH**

You have been nominated for the CPCA Executive. Please provide a biographical sketch below (200- 300 words maximum) that will assist the members in getting to know you.

Please email this bio sketch to: [Secretary.Treasurer@the-cpca.ca](mailto:Secretary.Treasurer@the-cpca.ca) by midnight, Sept 29, 2023