

## PROCEDURES FOR ELECTION OF FELLOWS TO THE YUKON INSTITUTE

1. Nominations for the election of Fellows shall be sought from all members of the Institute.
2. Nominations shall be submitted on an approved nomination form signed by a proposer and two seconders.
3. Nominators must demonstrate that their nominee has given outstanding service to the profession or brought distinction to it through leadership in the following areas. Except in extraordinary circumstances, the nominee must have provided this leadership in more than one of these areas.
  - a. in the work of the Yukon or Canadian Institute;
  - b. in the work of an association having objectives relating to the candidate's chosen business or profession;
  - c. in the pursuit of his/her career;
  - d. in service (civic, community, political or not-for-profit organizations);
  - e. in research, teaching, writing or speaking on professional matters.
4. The fullest possible information on the nominee is to be given, together with reasons why he/she should be considered for election as a Fellow, all supplemented by additional comments where necessary. To be recognized as having brought distinction to the profession, it is of paramount importance that in the activity cited, the member is clearly identified as being a Chartered Accountant. Service must be rendered while a member of the Institute of Chartered Accountants of the Yukon Territory. Proposers or seconders should contact the secretary, spouse or business associates of the candidate if additional information is required.
5. Sitting members of Council shall not be eligible to be elected Fellows.
6. An FCA designation may be awarded posthumously only if the candidate died after the awarding of his/her fellowship was recommended.
7. Nominations shall be sought in the period from January 1 to March 31 in each year.
8. The Chief Executive Officer shall review each nomination form and delete information known to be in error and add information known to be omitted. If necessary, the Chief Executive Officer shall contact the proposer or seconders for additional information.
9. Nomination forms shall be submitted to Council.
10. Nomination forms for those members whose names appeared on the ballot in the immediately preceding year and who were not elected shall be brought forward to Council for consideration as if added by Council under paragraph 11 below. These forms will be clearly marked "carry forward" nominations.
11. Council shall review the nominations, add names, correct or add to data on activities submitted with the nominations, and complete a list of nominations accompanied by biographical and service data to be placed on a ballot form for a secret ballot by Council.
12. The election of Fellows shall take place by secret ballot of Council members, each Council member being entitled to one vote for each nominee.
13. There shall be one ballot only and a majority of the votes of all Council shall be required for election. With the present Council totaling four members, three votes in favour shall be required.
14. Scrutineers of the mail ballot shall be the President and a member of Council selected by the President.
15. Announcement of the successful candidates shall be made to Council as soon as the ballots have been counted. Those elected shall be informed immediately. All members and the press shall be advised of the results of the election as soon as conveniently possible.

Nomination packages marked **Confidential** should be forward to:  
Richard Rees, CEO – by March 31 of each year



**NOMINATION FORM**  
**for the**  
**ELECTION OF YUKON FELLOWS**

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(please print)

Surname of nominee .....

Given names .....

Address .....

.....

Occupation .....

Year admitted to the Yukon Institute .....

**Instructions for Completion of Nomination**

The nomination form is to be used as the cover sheet to an attachment which sets out fully the nominee's activities, demonstrating that the nominee has given outstanding service to the profession, or brought distinction to it, in the following areas. Except in extraordinary circumstances, the nominee must have provided service with distinction in more than one of these areas.

- A. In the work of the Yukon or Canadian Institute
- B. In the work of an association having objectives relating to the candidate's chosen business or profession
- C. In the pursuit of his/her career
- D. In service - civic, community, political, or not-for-profit organizations
- E. In research, teaching, writing, or speaking on professional matters

You may include any further information you feel has a bearing on the nominee's merit for election as a Fellow under a separate heading: F. Additional Comments for Information.

The form may be accompanied by additional material, such as supporting documentation, letters of commendation, etc.

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### Nomination Form for the Election of Yukon Fellows

(please print)

Proposed by: .....  
Name ..... Signature .....

.....  
Address .....

.....  
Postal Code .....

.....  
Phone No. .... Fax No. ....

.....  
Email .....

Seconded by: .....  
Name ..... Signature .....

.....  
Address .....

.....  
Postal Code .....

.....  
Phone No. .... Fax No. ....

.....  
Email .....

Seconded by: .....  
Name ..... Signature .....

.....  
Address .....

.....  
Postal Code .....

.....  
Phone No. .... Fax No. ....

.....  
Email .....

Date submitted: .....

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