



### Board Election Process & Structure

The ECA's Board of Directors is comprised of up to 16 Directors, 1 Director Ex-Officio (the Chair of the Board), and up to 4 appointed Board members. Directors represent the Association's 4 Classifications of Membership — General Contractors (3), Trade Contractors (3), Manufacturers & Suppliers (3) and Architects & Engineers (2). Directors are elected for 3-year terms.

ECA Board Members are volunteers that require approximately 75-100 hours of personal commitment per year. This includes four quarterly board meetings, one of which occurs at the annual 3-day Board retreat, as well as Board Committee responsibilities.

### New Nomination Eligibility Criteria

It is an expectation that firms nominate candidates with significant or senior leadership, authority, and oversight in their firm to be eligible to run for the Board. This does not mean that small organizations cannot participate; In fact, it is important that ECA has small firm representation on our Board.

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### The 2023 Election

Board elections will take place November 8-16, 2022, with results announced on November 18.

1 Available Seat for 2023 Term:

1 to represent the Engineering Classification

Election Timeline:

Board Nominations Open: Tuesday, October 18, 2022, 10:00 AM MDT

Board Nominations Close: Thursday, October 27, 2022, 4:00 PM MDT

Board Elections Open: Tuesday, November 8, 2022, 8:00 AM MST

Board Elections Close: Wednesday, November 16, 2022, 2:00 PM MST

Results Announced: Friday, November 18, 2022

Initial Board Commitments (if elected):

Board Meeting & Reception: Wednesday, December 7, 2022

Board Meeting: 11:30 AM - 3:30 PM

Reception: 4:00 – 6:00 PM

\*All new board members would be invited to sit in and view the Board Meeting

Board Lunch & Orientation: Wednesday, January 25, 2023, 11:30 AM – 2:30 PM

ECA Annual General Meeting: Wednesday, February 22, 2023, 10:00 AM - 11:00 AM

First Board Meeting: Wednesday, March 15, 2023, 11:30 AM - 3:30 PM



### The Election Process

The election will be administered by **Vote Now**, a third party that specializes in online voting.

Each full-member firm will receive one ballot. The ballot will indicate the total number of open seats in each category – GCs, Trades, Manufacturers and Suppliers, Architects or Engineers. The 2023 ballot will include 1 voting opportunity. Each voting firm will be able to place 1 vote. Election results will be compiled upon closing.

**If your firm needs to update your ECA primary contact for voting, please email [taylor.lewis@edmca.com](mailto:taylor.lewis@edmca.com)**

### Nomination Details

Each full member firm (this excludes associate members) is eligible to nominate a representative from their firm to stand for election by completing the nomination form at the bottom of this page.

#### Each nominee must submit:

1. A professional biography in WORD format; “.doc file”; no PDF’s (max. 250 words), outlining their current position, industry experience, and any industry or community volunteer activities. This information will appear on the online ballot.
2. A high-quality headshot photo for use on the ballot. Any digital graphic format is acceptable.
3. Email and phone contact details. This information will not be included on the ballot.

Please send the above items along with the nomination form to [wendy.billey@edmca.com](mailto:wendy.billey@edmca.com) by October 27, 2022, at 4:00 PM MST.

### NOMINATION FORM

**WE NOMINATE THIS EMPLOYEE AS OUR CANDIDATE FOR THE 2023 BOARD ELECTION**

FIRST & LAST NAME:

JOB TITLE:

ECA MEMBER FIRM NAME:

EMAIL:

CELL:

ENGINEER

\*Please note that this form must be accompanied by a professional biography of a maximum of 250 words, outlining the nominee’s current position, industry experience and any industry or community volunteer activities (in Word). Please also include a high-quality headshot.

\*New and continuing board members are expected to attend orientation and lunch at the ECA on January 25, 2023, from 11:30 AM – 2:30 PM.