

4.18 – Audited Financial Statements and Report

The audited financial statements of the College, together with a signed and certified copy of the Auditor's report, shall be presented annually to Council and provided to the Minister of Agriculture, Food and Rural Affairs.

4.19 – Deadline for Report

The report of the Auditor shall be prepared within 120 days of the close of the fiscal year.

5. OFFICERS, THE REGISTRAR AND OTHER REPRESENTATIVES – GENERAL

5.01 – Officers of the College

The officers of the College shall be the President, Vice-President and such other officers as Council may determine.

5.02 – Term of Office

The term of office for each officer of the College shall commence immediately following their election as an officer and shall continue until the next election for officers, approximately one year later.

6. ELECTION OF OFFICERS

6.01 – Eligibility for Nomination

Only a member of Council is eligible for nomination or election as an officer of the College.

6.02 - Election Procedure

- (i) At the Annual Council meeting, the Registrar or his or her designate shall, using generally accepted democratic procedures, conduct the election of Officers.
- (ii) The election of President, Vice-President and any other officer positions shall be by secret ballot and in accordance with these By-Laws.
- (iii) If there are more than two candidates in an election, successive ballots shall be conducted until one candidate receives a majority of the votes cast. The candidate who receives the fewest votes in a ballot shall be dropped in the next ballot and this procedure shall be followed until one nominee receives a majority of the votes cast.
- (iv) In the case of a tie, ~~the Registrar shall break the tie by lot between the two remaining candidates for a position, the candidates shall be given an opportunity to make a short oral presentation to Council, followed by another ballot. If there is still a tie after that ballot, this same process will be repeated one additional time. If at that point there is still a tie between the two candidates, then the Registrar shall break the tie by lot.~~
- (v) The results of each election shall be tabulated and reported by the Registrar, with the number of votes accorded to each candidate to remain confidential.

- (vi) Once the President is elected, the Vice-President (or Vice-Presidents as the case may be) shall be elected in a similar manner. Once the Vice-President (or Vice-Presidents as the case may be) has been elected, the remaining Executive Committee positions shall be elected in a similar manner ensuring that there are an appropriate number of Elected Members and Public Members.
- (vii) Following the tally of the vote and the report to Council the Registrar shall ensure that the ballots are destroyed.

6.03 – Removal of President or Vice-President

The President and/or Vice-President may be removed from office by a resolution adopted by not less than two-thirds of Councillors present and voting subject to the following criteria:

- (i) The President and/or Vice-President as the case maybe has been given advance notice of the resolution consistent with the notice period required for Special Council meetings;
- (ii) The resolution is presented at a Special Council meeting;
- (iii) The Registrar shall preside over the resolution;
- (iv) The vote regarding this resolution shall be taken by secret ballot;
- (v) Following the tally of the vote and the report to Council the Registrar shall ensure that the ballots are destroyed.

6.04 – Filling Vacancies (President)

In the event that the President is removed from office, resigns or dies or the position of President becomes vacant for any reason, Council shall elect a new President, at a special meeting which the Vice-President shall call for that purpose as soon as practicable after the vacancy occurs, to hold office for the remainder of the term.

6.05 – Filling Vacancies (Vice-President)

In the event that the Vice-President is removed from office, resigns or dies or the position of Vice-President becomes vacant for any reason, Council shall elect a new Vice-President, at a special meeting which the President shall call for that purpose as soon as practicable after the vacancy occurs, to hold office for the remainder of the term.

7. DUTIES OF OFFICERS

7.01 – Duties of the President

The President shall:

- (i) if present, preside as Chair at all meetings of Council unless the President designates another Councillor as alternate Chair for all or any portion of the meeting, but Council approval is required to designate a person not on Council to act as a non-voting Chair;
- (ii) serve as Chair of the Executive Committee;
- (iii) perform those duties assigned to the President in these By-Laws; and