

## **Nominating and Voting Procedures**

### ***FOR VICE-PRESIDENT AND EXECUTIVE MEMBER***

Adopted by Council 96.12.8 and amended in by-law 16.10.27

These procedures together with the By-laws will govern the nominating and voting for, Vice-President and Executive Committee Member. By-law 8 provides that the Vice-President shall be elected from the elected Councillors. By-law 9 provides that the Executive Member shall be elected from the elected Councillors.

For each election the Chair shall appoint an assistant to the Secretary, preferably one of the appointed Councillors, to act as a witness to the nominating and vote counting procedures.

#### **NOMINATION**

The Secretary shall distribute nomination forms to all Council members present. Each Council member shall write the name of one nominee only on the nomination form or leave it blank. The nomination form shall be folded twice and collected by the Secretary in an envelope. The Secretary and his or her assistant shall open the nomination forms and make a list of the nominees. This list shall be given to the Chair, who will verbally request each nominee to indicate his or her willingness to let his or her name stand. The names of those nominees who are not willing to let their names stand will be removed from the list.

If after the willingness is established there is only one nominee on the list, the Chair shall declare that person elected.

#### **VOTING**

According to new by-law 4.2.2.1:

The election of the vice-president shall be conducted by a process prepared and published by the council. The election of Vice President shall be by paper ballots, collected by an appointed councillor, in a container, and counted in the Council room. Each candidate will be invited to observe the opening of each ballot, or name a scrutineer to so observe. An Election Results Document shall be prepared and signed by the candidates and scrutineers. The ballots will be retained for 30 days, unless there is a unanimous vote by all councillors present for their earlier destruction.

(a) Two Nominees

The Secretary shall distribute ballots to all members of Council. The Chair shall be issued a second ballot marked 'Tie Breaker', which ballot shall be counted only in the event of a tie. Members shall write the name of only one nominee on the ballot. Ballots shall be folded and collected in the manner earlier prescribed for nominations, and counted. The Secretary shall pass to the Chair the name of the person elected, without indicating the number of votes for each candidate. The Chair shall declare that person elected.

(b) More than Two Nominees

The Secretary shall distribute ballots to all elected members of Council. The Chair is to be issued a second ballot marked 'Tie Breaker', which ballot shall be counted only in the event of a tie. Councillors shall number their choices in order of their preferences. Ballots shall be folded, collected and counted in the manner earlier prescribed.

- (i) If there is a majority vote using the first choices the Secretary shall pass to the Chair the name of the person elected, without indicating the number of votes for each candidate. The Chair shall declare that person elected.
- (ii) If there is not a majority vote using the first choices, all choices shall be weighted according to the number of nominees. (eg. If there are three names on the ballot, ballots should be marked in order of preference, 1, 2, 3. In weighting the preferences, each shall be weighted in inverse order, i.e. choice 1 is weighted 3, choice 2 is weighted 2 and choice 3 is weighted 1.)

The total number of weighted choices determines who is elected. Only in the event of a tie at this point shall the Chair's 'Tie Breaker' vote be counted.

The Secretary shall pass to the Chair only the name of the person elected without indicating the number of votes for each candidate. The Chair shall declare that person elected.

If there is unanimous consent of the councillors, the ballots and nomination forms shall be destroyed immediately. Otherwise, they will be retained for 30 days then destroyed.