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POLICY 1014 – AS AMENDED BY RESOLUTION OF THE BOARD OF GOVERNORS APRIL 8, 2014

Amendments are highlighted in yellow below.

1. In this Policy the following terms have the same meaning as assigned in By-law No. 2:
 - (a) "Board";
 - (b) "Council";
 - (c) "Corporation"
 - (d) "Ordinary Members";
 - (e) "Policy";
 - (f) "Voting Members"; and
 - (g) "Youth".
2. In this Policy:
 - (a) "Candidate" means an Ordinary Member who offers himself or herself for election pursuant to this Policy;
 - (b) "Voting Member at Large" means those Voting Members who are elected pursuant to Article II a.(3)(a) of By-law No. 2;
 - (c) "Term of Office" means the period of time defined in Article II a.(5) of By-law No. 2;
 - (d) "Youth Voting Member" means those Voting Members who are elected pursuant to Article II a.(3)(a) of By-law No. 2;
3. The Board shall appoint
 - (a) a person to serve as Chief Elections Officer; and
 - (b) for each Council, a person who is registered with the Council to serve as the Deputy Elections Officer for that Council.
4. The Chief Elections Officer shall fulfill the following duties:
 - (a) oversee and conduct an election in each Council annually by such balloting means as the Board prescribes;
 - (b) advise the Board in the interpretation of this Policy; and,
 - (c) supervise and assist the Deputy Elections Officers to conduct the election in their respective Councils.



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5. Each Deputy Elections Officer shall fulfill the following duties:
 - (a) distribute calls for nominations which shall be published by;
 - (i) e-mail to all members eligible to vote
 - (ii) publication prominently displayed on the Council's main web page for a period of 20 to 23 days;
 - (b) receive nominations;
 - (c) distribute voting instructions by the means described in subparagraph (a);
 - (d) receive and distribute Candidate Statements by the means described in subparagraph (a); and,
 - (e) Generally conduct the election in his or her assigned Council.
6. The Chief Elections Officer and each Deputy Elections Officer shall not be eligible to be a Candidate.
7. All Ordinary Members who have attained the age of 14 years in the calendar year in which the election is conducted are entitled to vote in the election conducted in the Council in which he or she is registered.
8. A Candidate must
 - (a) be registered in his or her Primary Role with the Council that he or she proposes to represent;
 - (b) be nominated in writing by 5 Ordinary Members who are registered with the same Council as the Candidate in a form prescribed by the Chief Elections Officer; and
 - (c) have attained the age of 14 years in the calendar year in which the election is conducted.
9. The Chief Elections Officer shall open nominations for Council Voting Members 210-212 days prior to the date of the annual general meeting, and nominations shall remain open for a period of no fewer than 30 days and no more than 33 days.
10. Within 3 days following the close of nominations, each Deputy Elections Officer shall determine the number of validly nominated Candidates and
 - (a) if there are three candidates nominated for the positions, at least one of whom is a youth, then they are automatically elected by acclamation;
 - (b) if more than three candidates have been nominated, at least one of whom is a youth, then the Chief Elections Officer shall be informed that it is necessary to conduct an election.
- 11. A Candidate may withdraw his or her nomination before ballots are distributed.**
12. In the event that the Deputy Elections Officer does not receive three or more valid nominations, at least one of which is for a youth, for the available positions, the Deputy Elections officer shall inform the Chief Elections Officer that a vacancy exists for the position for which insufficient valid nominations have been received.
13. Upon being informed that a vacancy exists under paragraph 11, and if he or she is satisfied that the notice of election provisions of this Policy, as set out in paragraph 5(a) have been complied with, the Chief Elections Officer shall appoint the following to fill the vacancy unless such Member is already a Voting Member:
 - (a) For a Youth Voting Member vacancy,



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- (i) The Council Youth Commissioner; and failing him or her,
- (ii) The position shall remain vacant until the following year's election.
- (b) For a Voting Member at Large vacancy,
 - (i) The Council Commissioner; and failing him or her,
 - (ii) The Council Youth Commissioner; and failing him or her,
 - (iii) The position shall remain vacant until the following year's election.

14. A Candidate may make a Candidate Statement of no more than 750 words for distribution to the Ordinary Members. A Candidate Statement may contain external links and must be capable of being reproduced in a digital file format which when printed will not exceed one 8½ x 11 sheet of paper. A Candidate Statement shall be provided to the Deputy Elections Officer no later than 7 days after the close of nominations.

15. Each Deputy Elections Officer shall distribute, by the means described in paragraph 5(a) to eligible voters as defined in paragraph 7, Candidate Statements and electronic voting instructions no later than 10 days after the close of nominations.

16. Voting shall be open for a period of 21 days after the date upon which each Deputy Elections Officer distributes the Candidate Statements and electronic voting instructions.

17. A Member shall vote in the Council in which he or she has registered in his or her Primary Role. Members who have a National Primary Role shall vote in the Council in which they reside.

18. In this paragraph "Quota" means 25% of the total of valid votes cast in an election to select 3 candidates or 33% of the total of valid votes cast in an election to select 2 candidates.

(a) A member shall express a sequential preference for one or more of the Candidates on his or her ballot.

(b) Votes shall be counted by the following process:

- (i) The first choices votes cast for each Candidate shall be counted;
- (ii) Any Candidate whose vote count equals or exceeds the Quota + 1 vote is declared elected;
- (iii) The second choice votes cast on the ballots for each Candidate declared elected shall then be counted;
- (iv) Each valid vote so counted shall be assigned a pro-rated value equal to $\frac{Quota}{Valid\ Votes\ Received}$ and be added to the total of valid votes received in the previous round of counting;
- (v) Any Candidate whose vote count then equals or exceeds the Quota + 1 vote is declared elected;
- (vi) Third and subsequent choices shall be counted for as many rounds as many be required to elect the required number of Candidates.

19. In the event that all preferential votes are counted without the required number of Candidates receiving Quota + 1 vote, then the Candidate or Candidates not previously declared elected who receive the highest number of votes shall be declared elected any vacancy or vacancies still remaining.



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20. Each Deputy Elections Officer shall count the ballots which he or she has received as of 5:00 PM local time on the day voting closes. **Subject to paragraph 18, the** Deputy Elections Officer shall declare as elected the **Youth** with the highest number of votes and the two **Candidates** with the highest number of votes irrespective of their age. In the event of a tie, the Deputy Elections Officer will determine the winner by a random process, made in the presence of another two Members who are not candidates.
21. The Deputy Elections Officers shall each report the names of the Council Voting Members elected to the Chief Elections Officer no later than 3 days after voting closes, who shall publish the election results within 7 days after voting closes.
22. If a Council Voting Member becomes ineligible to be an Ordinary Member or resigns his or her membership or transfers his or her Primary Role to another Council prior to the **Annual General Meeting**, a substitute shall be designated as outlined in By-Law No. 2, Article III.f
23. The Board shall set a fee payable by the Councils on behalf of Voting Members to cover the cost for the Voting Members to travel to the location of the meeting and for meals and accommodations while there. The fee shall be the same regardless of the distance a Voting Members must travel. A Council has the sole discretion to request any or all of its Voting Members to attend a meeting by teleconference or video conference if the Corporation makes such facilities available for the meeting.



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ILLUSTRATIVE ELECTION TIMELINES

Event	Time	Authority	Illustrative Dates
Nominations open	210-212 days prior to the date of the Annual General Meeting, range allowing for nomination day to commence on a weekday	Policy 1014, para. 10	April 19
Nominations Close	30 to 33 days after nominations open (variance permitted to ensure closure on a business day)	Policy 1014, para. 10	May 19-22
Deputy Elections Officer to declare acclamations or need for election	Within 3 days of close of nominations	Policy 1014, para. 11	May 22-25
Candidates to submit Candidates' Statements to Deputy Elections Officer	Within 7 days of close of nominations	Policy 1014, para. 14	May 26-29
Candidate Statements, Voting Instructions and Ballots Distributed; Voting Opens	Within 10 days of close of nominations	Policy 1014, paras. 15-16	May 29-June 1
Deputy Elections Officer counts votes received and declares winners	21 days after voting opens and after 5:00 PM local time	Policy 1014, para. 16	June 19-22
Old Voting Members' Term Ends	Before new election winners are declared	By-Law No.2, Article IIa.(5)	June 19-22
New Voting Members' Term Starts	Commencing for a period of one (1) year on the date of their election	By-law No. 2, Article IIa.(5)	June 19-22
Deputy Elections Officer reports Voting Members elected to Chief Elections Officer	No later than 3 days after voting closes	Policy 1014, para. 17	June 22-25
Chief Elections Officer publishes election results	No later than 7 days after voting closes	Policy 1014, para. 17	June 26-29



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Consequential Amendment of By-law No. 2 Article II a. (5)

Voting Members, **other than Council Voting Representatives**, shall serve in such capacity for a one (1) year period commencing on the termination of the annual general meeting of Members immediately following their election or appointment, (or at which they are elected, in the case of members of the Board and Honorary Officers), and ending at the conclusion of the next succeeding annual general meeting of Members.

Council Voting Representatives shall serve in such capacity for a one (1) year period commencing on the date of their election and shall be deemed to be a Voting Member for all purposes of this By-law during their tenure as a Council Voting Representative and are entitled to vote at such annual general meetings or special meetings of Members as shall occur during their tenure.

Where a Council Voting Representative is elected as a member of the Nominating Committee in accordance with this By-law such person shall remain as a member of the Nominating Committee in like manner as a Voting Member while carrying out the duties of the Nominating Committee.

Note:

The amended text of the Bylaw, as approved by the Board of Governors in November 2011 is highlighted in green above.