

### Section III – Items for the Information of the Alliance

**TO:** Chair and Members of the Authority  
Meeting #1/18, Monday, April 23, 2018

**FROM:** Kathy Stranks, Clerk and Senior Manager, Corporate Records

**RE:** **ELECTION OF OFFICERS**  
Process Overview

---

#### KEY ISSUE

Receipt of staff report on process for Election of Officers for the Regional Watershed Alliance.

#### RECOMMENDATION

**IT IS RECOMMENDED THAT the process for Election of Officers outlined in Attachment 1 be received.**

#### BACKGROUND

At Authority Meeting #8/17, held on October 27, 2017, the Terms of Reference (ToR) for the Regional Watershed Alliance (RWA) was approved. The ToR includes the term of appointment for RWA Members to be a revolving term of up to four years, and the provision for election of the Chair and Vice Chair for the term of the Alliance.

Jack Heath was requested by Toronto and Region Conservation Authority (TRCA) staff to act as interim Chair until the Alliance Members became more familiar with each other and the roles of the Alliance, at which time an Election of Officers would take place.

The ToR further outlines that the voting procedures used will be that outlined in TRCA's Rules of Conduct, as followed by the Authority. As part of the *Conservation Authorities Act* Amendments TRCA is undergoing a review of the Rules of Conduct and staff is anticipating bringing a revised Administrative By-Law to the Authority at its meeting scheduled to be held on July 20, 2018. As the rules of procedures for elections were updated by the Authority on January 29, 2016 and are still in keeping with best practices, staff anticipates that the procedures will be unchanged. The procedures for the RWA elections are outlined in Attachment 1.

#### RATIONALE

TRCA staff is recommending that the election of the Chair and Vice Chair occur at the November 14, 2017 RWA meeting. The positions would be elected for the remaining three years of the RWA term.

**Report prepared by: Kathy Stranks, extension 5264**

**Emails: [kstranks@trca.on.ca](mailto:kstranks@trca.on.ca)**

**For Information contact: Kathy Stranks, extension 5264**

**Emails: [kstranks@trca.on.ca](mailto:kstranks@trca.on.ca)**

**Date: April 17, 2018**

**Attachments: 1**

### Attachment 1

#### Procedure for Election of Officers

##### 1. *Voting*

All votes shall be conducted in public session by open vote, and shall be recorded. No Member may vote by proxy.

##### 2. *Acting Chair*

The TRCA Clerk or designate shall be Acting Chair or Returning Officer, for the purpose of Election of Officers.

##### 3. *Scrutineer(s)*

The appointment of two scrutineers, along with the Acting Chair, is required by motion for the purpose of counting the show of hands, should an election be required. The Acting Chair shall call a motion for the appointment of two persons, who are not Members of the Regional Watershed Alliance (RWA), to act as scrutineers. A Member, who will not stand for election, may be appointed as an additional scrutineer if requested. Due to the open voting, a TRCA staff member may be appointed as scrutineer(s).

##### 4. *Election Procedures*

The Acting Clerk shall advise the Members that the election will be conducted in accordance with the Act and TRCA's Administrative By-law as follows:

- a) The elections shall be conducted in the following order:
  - i. Election of the Chair, who shall be a Member of the Regional Watershed Alliance (RWA)
  - ii. Election of the Vice Chair, who shall be a Member of the RWA
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Members of the RWA who are present may vote;
- d) Nominations shall be called three times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each Member nominated shall be asked to accept the nomination. The Member must be present to accept the nomination unless the Member has advised the TRCA Secretary-Treasurer in writing in advance of the election of their willingness to accept the nomination.
- g) Once voting commences, the only motion permitted will be a motion to recess.

If one Nominee:

- h) If only one Nominee the individual shall be declared into the position by acclamation.

Two Nominees only:

- i) In the event of an election, each Nominee shall be permitted not more than three minutes to speak for the office, in the order of the alphabetical listing by surnames.

## Item 7.2

- j) Upon the acceptance by Nominees to stand for election to the position of office, the Acting Chair will list the names of all Nominees in alphabetical order of surnames and will conduct voting in that order. The Acting Chair will call for a vote on the first name and Members will stand if they wish to vote for the Nominee. The Acting Chair will state the names of those standing and the scrutineers will record the results.
- k) There shall be one Nominee vote per Member of the RWA per round of voting. A Member's first vote is deemed to be the Member's vote. If a Member votes a second time in the same round of voting, the Acting Chair shall advise the Member and the Member's vote shall not count.
- l) The Nominee who receives a majority of votes is appointed by resolution to the position.
- m) If there is a tie vote, the Acting Chair shall declare a 10 minute recess to allow the RWA time to consider the matter, after which the vote shall be retaken. If the vote is again tied, the Acting Chair shall decide by lot the successful Nominee. The person whose name is drawn is appointed by resolution to the position.

Three or more Nominees:

- n) First and successive votes:
  - i. The Nominee who receives a majority of votes is appointed by resolution to the position.
  - ii. If no Nominee receives a majority of votes, the Nominee with the least number of votes shall be excluded from subsequent voting and the RWA shall proceed with the next round of voting.
  - iii. If there is a tie vote with respect to the Nominees receiving the least number of votes, the Acting Chair shall recess the meeting for a period of 10 minutes, after which the Acting Chair shall conduct another vote, and if there is still an equality of votes, then a lot shall be conducted until there is one name not drawn, and the name (or names) drawn shall go forward to the next round of voting, and the name not drawn shall be excluded from subsequent rounds of voting.
  - iv. When there are only two Nominees remaining, the procedure for Two Nominees only [procedures (i) – (m)] shall apply.

The Acting Chair shall announce the results of the voting, naming the candidates and the number of votes cast for each candidate.