

Appendix 3 - Procedures for Election of Officers

1. *Voting*

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

2. *Acting Chair*

The 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 Board Members, in addition to themselves, to act as scrutineers. A Board 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 Board Members that the election will be conducted in accordance with the *Conservation Authorities Act* and the Board of Directors Administrative By-law as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a Board Member;
 - ii. Election of the Vice-Chair, who shall be a Board Member;
 - iii. Election of the remaining Members of the Executive Committee, if required.
- b) The Acting Chair shall ask for nominations to each position;
- c) Only current Board Members 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 Board Member nominated shall be asked to accept the nomination. The Board Member must be present to accept the nomination unless the Board Member has advised the 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.
- 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 Board 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 Board Member per round of voting. A Board Member's first vote is deemed to be the Board Member's vote. If a Board Member votes a second time in the same round of voting, the Acting Chair shall advise the Board Member and the Board Member's vote shall not count. The exception is voting where multiple Nominees are to be elected for positions, as noted in Procedures (o) – (s) below.
- 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 Board of Directors 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 Board of Directors 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.

Multiple Nominees to be elected

- o) If there are more Nominees than the number of available positions, 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 Board 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.
- p) Each Board Member may vote for a total number of nominees as positions available. A Board Member's first vote(s) for the available positions is deemed to be the Board Member's vote(s). If a Board Member votes more times than the number of positions available in the same round of voting, the Acting Chair shall advise the Board Member and these vote(s) shall not count.
- q) The Nominee(s) who receive a majority of votes for the number of available positions are appointed by resolution to the positions.
- r) If no Nominee receives a majority of votes for any of the positions remaining after those who have been elected as per clause (q) above, the Nominee with the least number of votes shall be excluded from subsequent voting and the Board of Directors shall proceed with the next round of voting if necessary.
- s) 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.

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