

# **Algoma District Services Administration Board**

## **Rules of Procedure**

### **Election of Board members in Area #3 and Area #4**

#### **Meeting Arrangements**

1. The election for Area #3 and Area #4 Board members will occur concurrently at the Board's Head offices within 35 days following the municipal election. The Board CAO will act as Chair for this meeting.
2. Meeting notice will be sent by registered mail at least 20 days prior to the meeting date. The meeting notice will request written confirmation of the name of the voting delegate to be faxed to the CAO no later than the end of the day before the meeting day.
3. Board staff will provide two private voting booth areas, teleconference capacity and manage overall meeting arrangements.
4. Board staff will provide a white board or flip chart for recording nominees, a place for counting votes and a shredder for destroying ballots.

#### **Nominations**

1. Nominations will be accepted from the floor of the meeting from one of the elected members of a municipality within the ward, by a council resolution from one of the municipalities within the ward or by the individual who is one of the elected members of a municipality within the ward self nominating.
2. All nominations whether from the floor, by council resolution or by self nomination require a seconder from one of the elected members of a municipality within the ward.

3. More than one municipally elected person can run from a single municipality within a ward.
4. The Board CAO or a staff delegate will call for the nominations until such time as a resolution to close the nominations has been carried.

## **Voting**

1. Voting will be by secret ballot by those persons confirmed as voting delegates.
2. Board staff will create the ballots at the meeting listing the nominees in alphabetical order.
3. Voting delegates may vote for one or two persons but ballots marked with three or more will be considered spoiled ballots.
4. Only one vote will be allowed per nominee. Ballots with two votes for a single nominee will be considered spoiled ballots.
5. Participation in the meeting and voting by teleconference will be allowed. The anonymity of the vote would be accomplished by a private call from the staff support to the voting delegate to record their vote.
6. Voting by resolution or proxy is not allowed.

## **Tabulation / Announcement of Results**

1. Board support staff will count the ballots and announce the results.
2. If two tie for most votes then the two with the most votes will be the two representatives. The individual with the second most votes will be recorded as the third place finisher.

3. If more than two tie for most votes then a run off election will occur from the group of nominees who tied.
4. If two or more tie for second most votes then a run off election will occur from that group of nominees who tied to determine the second and third place finisher.
5. Ballots will be destroyed by Board support staff following the passing of a resolution.

Approved December 11, 2003 by Area #3 and Area #4 delegates