

## Policy (T) 1.2 TRUSTEE ELECTION PROCESS amended

**Background:** This policy amends Policy (T) 1.1 and is created in accordance to the *Local Government Act* [RSBC 1996] Chapter 323, Part 23 - Improvement Districts, and the *Improvement District Manual March 2006* and the *Letters Patent*, utilizing Roberts Rules of Order as a reference.

**Policy Resolution:** The Trustee's hereby resolve the following:

1. At least one month before the Annual General Meeting (AGM) the administrator is authorized to approach a qualified community member and invite them to act as the Elections or Returning Officer to preside over the upcoming AGM trustee election process and have him or her approved by the board.

A person will be deemed "qualified" within the following:

- 1.1. Is neutral and unbiased and is seen to be so by the electorate
- 1.2. Is not a candidate for another office, and
- 1.3. Is familiar with the Hagensborg Improvement District's election procedures

The administrator may also act as the election or returning officer in the absence of any suitable community member being available.

2. The trustee election process is a democratic process, providing every member of the electoral area to be treated fairly, equally and with respect during the process.
3. The election of trustees will take place at the AGM
4. A minimum of two persons shall fill the position of Scrutineer
5. Scrutineers observe the election process to ensure that proper process is followed. The persons appointed must not be a trustee or candidate. The scrutineer should not be an elector, however the Elections Officer may at their discretion appoint an elector to scrutineer if there is no one else willing to serve.

Scrutineers will carry out the instructions of the Elections Officer. Their main task will be to collect and count all ballots cast during elections, in accordance with the following guidelines.

- 5.1. Each elector must put their own ballot into the box. They cannot hand it to the Scrutineer or anyone else to do that for them.
- 5.2. When the Elections Officer has confirmed that everyone has cast their ballots, go to a separate location, and empty ALL boxes of ballots into one pile, checking each box to ensure no ballot has been caught in any crack.
- 5.3. One scrutineer is to open each ballot and, in the presence of the other, read out the name(s) of the candidate(s) for whom the vote has been cast. The second scrutineer is to keep a tally for each candidate, using the standard four strokes plus a diagonal line to equal sets of 5 votes, continuing in that pattern until all votes have been counted.
- 5.4. In the event of a potentially spoiled ballot, Scrutineers are to confer with each other, using common sense. If the voter intention is clear, they are to count it. If not, they are to put it aside, enter it into the tally as a spoiled ballot and deliver it (them) to the EO along with the statement of tally counts.
- 5.5. When all ballots have been counted, Scrutineers double check to ensure that the number of ballots cast equals the cumulative numbers on the tally sheet.
- 5.6. Scrutineers are to immediately place all ballots in the covered box provided for this purpose.

- 5.7. One Scrutineer delivers the tally sheet to the EO. The tally sheet will clearly identify total number of votes cast, the number of votes for each candidate and the number of spoiled ballots, if any.
6. Persons entitled to vote at an election for improvement district trustees must meet all of the following requirements:
  - 4.1 Be a Canadian citizen eighteen (18) years of age or older;
  - 4.2 Own property within the Improvement District area boundary;
  - 4.3 Be a resident of the province for the prior six (6) months, or;
  - 4.4 Be a legal representative of an owner of land in the Improvement District who has died, or become insolvent or insane.
  - 4.5 Trustees and elections officers are eligible to vote if they fulfill the first four criteria.
7. At the beginning of the elections process the Elections or Returning Officer will:
  - 7.1. Identify positions that are declared vacant
  - 7.2. Read and/or explain the policy governing the conduct of elections
  - 7.3. Introduce the scrutineers
  - 7.4. Observe the counting of BALLOTS, and
  - 7.5. Notify the Recording Secretary of the results
8. Each vacant position is then brought forward in turn as follows:
  - 8.1. The Elections or Returning Officer will call for nominations from the floor, three times. Nominations need not be seconded;
  - 8.2. List either in writing on a document that all can see, or verbally, all names in the order nominated;
  - 8.3. Close nominations by a declaration after a reasonable time. A "reasonable" amount of time for soliciting nominations from the floor is indicated by a lack of nominations after the elections officer has asked three times for nominees;
  - 8.4. Ask each person nominated whether he or she will stand as a trustee;
  - 8.5. If only one person agrees to stand, then he or she is elected by acclamation to that position;
9. The voting may be done by secret BALLOT, each member receiving one ballot and entering the name of the candidate of choice.
  - 9.1. In the unlikely event of a tie vote, a second vote will be taken by secret BALLOT as a runoff between the two tied parties.
    - 9.1.1. All qualified voters will be given a ballot and asked to "cast" their ballot whether they have marked a choice or abstained.
    - 9.1.2. If the second vote results in a tie and no Candidate offers to withdraw, a vote by ballot will continue to be cast until the tie is broken.
10. The Elections Officer announces the result.
11. Prior to the close of elections and at the direction of a motion from the floor, ballots are confirmed to be disposed of after 30 days, and ...

12. The Elections Officer returns the chair to the meeting chair.
13. The AGM Recording Secretary records all the proceedings from the election process as directed by the Elections Officer.
14. Election results are announced for each position, the winner being the candidate that receives the majority of votes cast.
  - 14.1. If only one person stands, he or she is acclaimed.
  - 14.2. If more than one nominee allows his or her name to stand, an election is held.
  - 14.3. If no nominee allows his or her name to stand, then there will be no candidates for election or acclamation.
  - 14.4. In this case, nominations can be reopened and solicited from the floor.
  - 14.5. If no nominees agree to be candidates for the position, then it is declared vacant either for the entire year, or within a period of time during which the Board of Trustees is charged with the responsibility of filling the position.
15. Only persons attending the election, and meeting the eligibility requirements, are entitled to vote. Persons not attending the election cannot vote by proxy.
  - 15.1. One vote is allowed for each board or corporation that owns land within the improvement district. The board or corporation must designate one person to act as an authorized agent to vote on its behalf. This must be done in writing prior to the general meeting to be kept on file so the elections or returning officer can verify the vote.
  - 15.2. If more than one person is registered on the title as a land owner, each one can vote as long as they meet the other qualifications. This must be verified by providing the Elections Officer with a Notice of Title.
  - 15.3. No person can have more than one vote unless they meet the qualifications to be an elector and are also an agent authorised to vote on behalf of a board or corporation.
  - 15.4. Members who are nominated but absent from the meeting
    - 15.4.1. Must have a statement of acceptance either verbally or in writing submitted on their behalf to the Elections Officer or Chair.
    - 15.4.2. The Elections or Returning Officer must be able to determine whether a candidate meets the eligibility requirements.

Date Adopted: 04.20.15

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