



## EXTRACT FROM REGIONAL BOARD PROCEDURE BYLAW 2024

### PART 2: INAUGURAL MEETINGS

#### Proceedings Generally

2. (1) At an inaugural meeting the regular business of the Regional Board shall be preceded by an election for Chair and an election for Vice Chair.
- (2) In the year of a general local election, and in other years as required, there shall be a ceremonial making of oaths of office by directors preceding the business of the Board.

#### Election of Chair and Vice Chair

3. Immediately after being called to order the Board shall proceed with the election of a Chair and Vice Chair.

#### Presiding Official

4. (1) The corporate officer shall administer the election process and shall preside until the elections have been completed.
- (2) The Chair shall preside immediately following the declaration of election results for the position of Vice Chair.

#### Nominations for Chair

5. (1) The selection of candidates for the position of Chair will be determined by nominations from directors in attendance.
- (2) Nominations from the floor shall be called and a list of candidates compiled.
- (3) The call for nominations shall be made 3 times only.
- (4) In order to be confirmed as a candidate, a nominee must state their acceptance of the nomination.
- (5) Candidates may withdraw from an election at any time prior to voting.

#### Chair Nominations Restricted

6. Nominations will not be accepted for;
  - (a) a director who has not made an oath of office,
  - (b) a director for whom a successor has been elected or appointed but has yet to take office, or
  - (c) an alternate director or associate member.

### **Confirmation of Candidates**

7. (1) When no further nominations are forthcoming the corporate office will close the nomination process.
- (2) Before proceeding with voting, the corporate officer will confirm the list of candidates for the election by reading it aloud.
- (3) Each candidate will be provided an opportunity to speak for not more than 3 minutes in favour of their candidacy, in the order of their nomination.
- (4) If a candidate chooses not to speak to their candidacy the nominator of that candidate will be offered the same opportunity.
- (5) No other debate shall be in order.

### **Election Process**

8. (1) If there is only one candidate that director shall be declared elected by acclamation.
- (2) If there are 2 or more candidates an election by secret ballot will be declared.
- (3) In order to be elected a candidate must receive an absolute majority of votes.

### **Voting Procedure**

9. (1) If an election is required, each director in attendance will be provided with a physical or electronic ballot which may be used to cast their vote.
- (2) The distribution and collection of ballots, the counting of the votes and the subsequent destruction of ballots shall be the responsibility of the corporate officer or such other person as may be designated by the corporate officer.

### **Declaration of Election Results**

10. (1) Immediately after reviewing the voting results the corporate officer shall declare the name of the candidate who has been elected.
- (2) The number of votes received by each candidate will not be disclosed to the Board unless a resolution requiring disclosure is passed.

### **Process if Insufficient Votes Received**

11. (1) If the voting results confirm that no candidate has received a sufficient number of votes to be elected, the candidate receiving the fewest votes will be removed from the list of candidates and second voting process will be conducted.
- (2) In the case of a tie between two or more candidates receiving the fewest votes, all candidates shall be eligible to proceed to the next ballot.
- (3) The voting process will be repeated until a candidate receives a sufficient number of votes to be elected or a declaration under section 10(2) is made.

- (4) As an exception to subsection (1) if there are only 2 candidates in an election for which no winner can be declared, both of them shall be eligible to proceed to the next round of voting.

### **Subsequent Ballots**

12. (1) If none of the candidates has been declared elected after the third ballot the meeting shall be recessed for 5 minutes, following which a final ballot will be held.  
  
(2) Following the fourth ballot the corporate officer shall either declare that:
  - (a) one of the candidates has been elected because they have received the required minimum number of votes, or
  - (b) an election by lot draw will be made in accordance with Section 13 (*Tie Votes and Deadlocks*).

### **Tie Votes and Deadlocks**

13. At any stage in the election process after the second ballot the corporate officer may declare that a deadlock exists and that it will be resolved by drawing lots, utilizing the procedure outlined in s.151 of the *Local Government Act*.

### **Destruction of Ballots**

14. Following the declaration of election results the ballots used in the election shall be destroyed.

### **Election Procedure for Vice Chair**

15. The election for the position of Vice Chair shall be subject to the same rules as, and commence immediately following, the election of the Chair.

### **Schedule of Meetings**

16. (1) Prior to the adjournment or termination of an inaugural meeting the Board shall adopt a schedule of meetings for the following calendar year.  
  
(2) The schedule will identify the time, date and place for all regular meetings and the next inaugural meeting.  
  
(3) The schedule may be amended from time to time by resolution of the Board.