



## POLICY-PROCEDURE MANUAL

### TITLE: ELECTION OF REGIONAL DISTRICT DIRECTORS - PROTOCOL

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Prepared By	Authorized By	Date of Issue or Revision
T. Hall, Municipal Manager	T. Hall, Municipal Manager	December 1995
T. Hall, Municipal Manager	T. Hall, Municipal Manager	November 29, 1996
T. Hall, Municipal Manager	T. Hall, Municipal Manager	November 17, 2008
R. Poole	Chief Administrative Officer	November 28, 2012
W. Waycheshen	Chief Administrative Officer	November 22, 2021

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#### **PROTOCOL FOR ELECTION OF DIRECTOR**

1. Mayor turns the chair over to the Chief Administrative Officer to conduct the election.
2. The Chief Administrative Officer appoints the Returning Officer.
3. The Chief Administrative Officer calls for nominations for the one position of Director for the Regional District.
  - i. Once - Twice - Three times;
  - ii. Verifies if each nominee consents to let his/her name stand.
4. Chief Administrative Officer announces the candidates for Director to the Regional District.
5. Nominee Speeches in alphabetical order.
6. The Returning Officer distributes the ballots.
7. All Councillors and Mayor vote for one candidate.
8. Ballots are collected and counted by the Returning Officer.
9. The Chief Administrative Officer announces the results of the vote and the new Director to the Regional District.

#### **PROTOCOL FOR ELECTION OF ALTERNATE**

1. The Chief Administrative Officer calls for nominations for Alternate Director to the Regional District.
  - i. Once - Twice - Three times;
  - ii. Verifies if each nominee consents to let his/her name stand.
2. Chief Administrative Officer announces the candidates for Alternate Director to the Regional District.
3. Returning Officer distributes the ballots.
4. All Councillors and Mayor vote for one council member.



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5. Ballots are collected and counted by the Returning Officer.
6. The Chief Administrative Officer announces the results of the vote and the new Alternate Director to the Regional District.
7. Motion to destroy ballots.
8. The Chief Administrative Officer returns chair to the Mayor.
9. If required, the Mayor asks Council for a resolution on weighted vote for Director.