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Procedure

Nominations and Elections of Members to Boards and Committees

Lead Division: Clerks

Purpose

1. To provide procedures for nominating and electing members to serve on Boards and Committees when there is a single vacancy or multiple vacancies, and it is outside of the annual Board, Committee and Seat Selection Policy GOV001 timeframe.

Background

2. Each year, Council selects the boards and committees on which they wish to serve.

3. New Council board and committee terms begin February 1 of each year.

4. When a vacancy arises throughout the year on a Board or Committee, Council may follow this procedure to nominate and elect members to fill the vacancy as opposed to following Policy GOV001.

Scope

5. This procedure applies to Standing, Advisory, and Ad Hoc Committees, Community Organizations, and Boards as identified in the Board and Committee By-law.

Definitions

6. For the purposes of this procedure,

   "Ad Hoc Committee" means an ad hoc committee as identified in the City's Board and Committee By-law;

   "Advisory Committee" means an advisory committee as identified in the City's Board and Committee By-law;

   "Board" means a board as identified in the City's Board and Committee By-law;

   "City" means the City of Owen Sound, and a reference to the City is a reference to the geographical area or The Corporation of the City of Owen Sound as the context requires;

   "Clerk" means the City Clerk and includes the position of Recording Secretary for a Board or Committee, where applicable;

"Community Organization" means a community organization as identified in the City's Board and Committee By-law;

"Council" means the Council for the City;

"Mayor" means the head of council and includes the position of Chair for a Board or Committee, where applicable;

"Member" means a member of Council;

"Member-elect" means the person who has been elected to a position but has not yet begun to serve in that capacity; and

"Standing Committee" means a standing committee as identified in the City's Board and Committee By-law.

Procedure

Nominations

7. Nominations may be made by any member including nominations of oneself.

8. A seconder is not required for the nomination to stand.

When a Single Vacancy Exists on a Board/Committee

9. At a meeting, the Mayor announces that the floor is open for nominations. The Mayor then calls for nominations to fill the vacancy on the subject Board or Committee.

10. Members state "I nominate _____ to the _____ Board/Committee." A seconder is not required for the nomination to stand.

11. The Mayor asks the nominee if they will accept the nomination.

12. The Mayor then asks if there are any further nominations.

13. When there are no further nominations, the Mayor declares the nominations closed.

14. Where there is only one nominee, that member is acclaimed to the Board or Committee as a member-elect.

15. Where an election is required, members may only vote once. The Mayor asks for a show of hands in favour of the first nominee and records the number of votes received. If that nominee receives a majority vote of the members present, that nominee is declared the member-elect.

16. Where there is not a majority vote for the first nominee, the Mayor will ask for a show of hands in favour of the second nominee and so forth until one nominee receives a majority vote.

17. Where all nominees have been voted on and no nominee receives a majority vote, the nominee with the highest number of votes is declared the member-elect.

18. Where there is a tie for the highest number of votes, the names of the tied nominees are placed into a 'hat' or like receptacle by the Clerk and one name is drawn by the Mayor. The nominee whose name is drawn is declared the member-elect.

19. Where no members accept a nomination, the names of all eligible members are placed into a 'hat' or like receptacle by the Clerk and one name is drawn by the Mayor. The member whose name is drawn is declared the member-elect.

20. The process is repeated where there are multiple Board/Committees with single vacancies.

When Multiple Vacancies Exist on a Board/Committee

21. At a meeting, the Mayor announces how many vacancies exist for a particular Board/Committee and that the floor is open for nominations. The Mayor then calls for nominations to fill the vacancies on that Board or Committee.

22. Members state "I nominate _____ to the _____ Board/Committee." A seconder is not required for the nomination to stand.

23. The Mayor asks the nominee if they will accept the nomination.

24. The Mayor then asks if there are any further nominations.

25. When there are no further nominations, the Mayor declares the nominations closed.

26. Where the number of nominees is equal to or less than the number of vacancies, all nominees are acclaimed to positions on the Board/Committee.

27. Where an election is required, each member has the same number of votes as there are vacancies to be filled. The Mayor asks for a show of hands for each nominee and records the number of votes received for each nominee. The nominees with the highest number of votes are declared members-elect.

28. If there is a tie in the number of votes for the last vacancy, the names of the tied nominees are placed into a 'hat' or like receptacle by the Clerk and one name is drawn by the Mayor. The nominee whose name is drawn is declared the member-elect for the last vacancy.

29. Where no members accept a nomination or there are fewer nominees than vacancies, the names of all eligible members are placed into a 'hat' or like

receptacle by the Clerk and the number of names equal to the number of vacancies are drawn by the Mayor. The members whose names are drawn are declared members-elect.

30. The process is repeated where there are multiple Board/Committees with multiple vacancies.

Procedure Review

31. The City Clerk will review and update this procedure as needed to ensure it reflects current business processes.

References and Additional Information

Internal

32. Board and Committee By-law

33. Policy GOV001 – Board, Committee and Seat Selection

34. Procedure – Nominations and Elections of Chair and Vice Chair - Committees

External

35. N/A

Appendices

36. N/A

Revision History

Staff Authority	Date	Description of Amendment
City Clerk	2020-09-01	
City Clerk	2024-05-09	Formatted to new template including the addition of standard definitions.
	Click or tap to enter a date.	