



SASKATCHEWAN URBAN MUNICIPALITIES ASSOCIATION

ELECTION RULES AND PROCEDURES HANDBOOK

As approved by the SUMA Board of Directors on December 11, 2009

An outline of the rules and procedures approved by the SUMA Board of Directors which govern the election of officers to the SUMA Board of Directors.

The approved rules and procedures incorporate the intent and direction of election bylaws and serve to ensure the fair application of election practices.

In case of conflict with the SUMA bylaws, the bylaws shall take precedent.

Questions related to these procedures should be directed to SUMA's Chief Executive Officer.

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1. ELECTED POSITIONS

- 1.1 The SUMA Board is composed of 18 potential positions: President, Vice Presidents (Cities, Towns, Villages), Directors - Single City Regions (6), Directors- North and South Regions (8).

All positions are elected except for the six cities directors appointed by the Cities of Regina, Saskatoon (two each), Moose Jaw and Prince Albert (one each).

- 1.2 Regional committee members shall be elected at the Regional meeting in their region. The committee includes, in southern regions the Regional chair (who serves at the Regional Director), a cities representative (or if there is no city in the region, an at-large member), a towns representative and a village representative. In the Northern Region, a Regional chair and three members at-large shall be elected. Alternates for the cities, towns, villages, and at-large representatives shall also be elected.

2. TERM OF OFFICE

- 2.1 The term of office for Directors and Regional committee members shall be three years.
- 2.2 The Executive shall be elected at the Annual Convention and shall serve from the *close* of the electing Annual Convention until the *close* of the next electing Annual Convention.
- 2.3 Electing conventions are held after the province-wide municipal elections. Midterm elections are held on a needs basis at intervening conventions.
- 2.4 The term of office for Directors appointed by the cities of Regina, Saskatoon, Moose Jaw and Prince Albert shall be three years, subject to the discretion of council.
- 2.5 Regional Directors for the Northern Region and the Southern Regions will be elected every third year at the Regional Meeting immediately following the province-wide municipal elections.
- 2.6 Only single city directors may concurrently hold more than one elected position on the SUMA Board of Directors.

3. NOMINATIONS

Nominee Eligibility

- 3.1 Nominees for all positions must be elected officials of a SUMA member council in good standing. For election of Regional Directors, nominees must be present at the electing Regional Meeting. For election of President and Vice Presidents of all sectors, if nominees cannot be present at the Annual Convention due to extraordinary circumstances, their willingness to serve, if elected, must be communicated to the SUMA Chief Executive Officer no later than 9:00 AM of the first day of the Annual Convention.
- 3.2 **Office: President**
Any elected official of a SUMA member municipality is eligible to run for election to the office of President pursuant to Section 3.1. Should the nominee be a Director appointed by the City of Saskatoon, the City of Regina, the City of Moose Jaw and the City of Prince Albert, the council of the respective city must be notified by the nominee prior to the Annual Convention.
- 3.3 **Office: Vice President-Cities**
Any elected official of a city council that is a SUMA member in good standing may stand for election to the office of Vice President-Cities.
- 3.4 **Office: Vice President-Towns**
Any elected official of a town council that is a SUMA member in good standing may stand for election to the office of Vice President-Towns.
- 3.5 **Office: Vice President-Villages, Resort Villages and Northern Municipalities**
Any elected official of a village, northern town, northern village, northern hamlet or resort village council that is a member of SUMA in good standing may stand for election to the office of Vice President-Villages.
- 3.6 Any unsuccessful candidate for the position of President, so wishing, shall notify the returning officer by the time designated by the returning officer of their intention of having their nomination stand for the appropriate sector Vice President position without having to file new nomination papers.

3.7 **Office: Regional Director - North and South**

Any elected official representing SUMA member municipalities shall be eligible to run in regional committee elections in their regions.

Nomination Process for Executive Committee

3.8 **Prior to Annual Convention**

Nominees must complete a prescribed nomination paper for each position sought.

Nominees for the position of **President** must have nomination papers signed by two (2) other elected officials of any SUMA member municipality in good standing. Nominations must be received no later than twenty-four (24) hours before voting begins.

Nominees for the positions of **Vice-President (Cities, Towns, and Villages)** must have nomination papers signed by two (2) other elected officials of any SUMA member municipality in good standing from their respective sector. Nominations for Vice Presidential positions must be received by the chief electoral officer no later than twenty-four (24) hours prior to the scheduled time when voting begins.

Nomination papers are available from the SUMA office prior to convention and at the SUMA on-site office during convention.

3.9 **Nominations from the Convention Floor**

If there are no candidates nominated for the position of President or Vice President of any sector twenty-four (24) hours prior to the scheduled time when voting begins, nominations from the floor will be accepted, provided that nomination papers have been properly completed and that nominee eligibility criteria are met.

Nomination Process for Regional Directors and Regional Committee Members

3.10 **Prior to Regional Meetings**

Nominees may complete a prescribed nomination paper for each position sought, particularly if they cannot attend the meeting.

If nominees choose to file nomination papers for any regional committee position, they must have the nomination papers signed by two (2) other members of any urban council who are registered as being in attendance at the Regional Meeting. Nominations may be submitted before the meeting to the SUMA office, or to the Chief Electoral Officer the morning of the meeting.

3.11 ***Nominations from the Regional Meeting Floor***

Nominations from the floor will be accepted provided that nominee eligibility criteria are met, specifically that:

- A nominee for Regional Chair, or a member at large, is an elected official representing a SUMA member municipality in that region that is in good standing.
- A nominee for Regional Committee member representing cities is an elected official representing a SUMA member city in that region that is in good standing.
- A nominee for Regional Committee member representing towns is a SUMA member town in that region that is in good standing.
- A nominee for Regional Committee member representing villages and resort villages is an elected official from a SUMA member village or resort village in that region that is in good standing.

Nominations from the floor of a regional meeting do not require the presentation of nomination papers.

3.12 ***Close of Nominations***

The presiding official shall declare closed nominations for the position of President or sector Vice President twenty-four (24) hours prior to the scheduled time when voting begins.

In all cases where nominations from the floor are accepted, at either convention or regional meetings, the presiding official shall call three times for nominations from the floor. After the third call, the presiding official shall declare nominations closed.

3.13 ***Nomination Announcements***

At the nomination deadline for Executive Committee positions, the presiding official shall announce the names of all candidates nominated for that position.

If no candidates have been nominated by the deadline, the presiding official shall announce that nominations from the floor will be accepted at the time of the election, provided that nomination papers have been properly completed and that nominee eligibility criteria are met.

For Regional Committee positions, the presiding official shall announce the names of all candidates nominated for a given position at the time of the election before calling for nominations from the floor.

Insufficient Nominations

- 3.14 If there are no candidates for a position following the nomination deadline, or after the third call for nominations by the presiding official, the position may remain vacant until the next annual convention at which time an election will be held. Alternatively, the Board of Directors may appoint an elected municipal official to fill the position to the next annual convention, at which time an election would be held.

4. ELECTOR ELIGIBILITY

- 4.1 Each elected official representing a SUMA member municipality who is in attendance at the SUMA Annual Convention and who has registered as a convention delegate shall be eligible to cast one ballot in the election of the President.
- 4.2 Other elector eligibility requirements are:
- 4.2.1 Each elected official representing SUMA member cities who is in attendance at the SUMA Annual Convention and who has registered as a convention delegate shall be eligible to cast one ballot in the election of the position of ***Vice President of Cities.***
- 4.2.2 Each elected official representing a SUMA member town who is in attendance at the SUMA Annual Convention and who has registered as a convention delegate shall be eligible to cast one ballot in the election of the position of ***Vice President of Towns.***
- 4.2.3 Each elected official representing a SUMA member village, resort village or northern municipality who is in attendance at the SUMA Annual Convention and who has registered as a convention delegate shall be eligible to cast one ballot in the election of the position of ***Vice President of Villages.***
- 4.3 **Eligibility to Vote in Regional Committee Elections**
- 4.3.1. Each elected official representing a SUMA member municipality within the region in attendance at the regional

meeting shall be eligible to cast one ballot in the election of the chair.

4.3.2 Each elected official representing a SUMA member city within the region in attendance at a southern regional meeting shall be eligible to cast one ballot in the election of the city sector representative and the city sector alternate.

4.3.4 Each elected official representing a SUMA member town within the region in attendance at the southern regional meeting shall be eligible to cast one ballot in the election of the towns sector representative and the towns sector alternate.

4.3.5 Each elected official representing a SUMA member village within the region in attendance at the southern regional meeting shall be eligible to cast one ballot in the election of the villages sector representative and the villages sector alternate.

4.3.6 Each elected official representing a SUMA member northern municipality within the northern region in attendance at the northern regional meeting shall be eligible to cast one ballot in the election of each of the three non-sector committee representatives and the non-sector alternates.

5. ELECTION PROCEDURES

Acclamation

5.1 If at the close of nominations the number of nominees for any position is the same as the number required to be elected, the presiding official shall declare the nominees to be elected to the office for which they were nominated.

Time to Vote

5.2 Where an election is required, sufficient time will be set aside for that election to take place.

Order of Elections

5.3 At the Annual Convention, the order of elections shall be election of President, followed by election of Vice Presidents. The election of Vice Presidents shall not begin until the outcome of the election of President is announced.

- 5.4 At the Regional meeting, the order of elections shall be election of the Regional chair, and then regional committee members, then alternates for regional committee members.

Candidate Speeches

- 5.5 The presiding official will call the nominees/candidates forward and have them draw lots to choose the order of speaking. Each candidate for the position of President will have a total of five (5) minutes to address delegates. Each candidate for the positions of Vice President or Director shall have three (3) minutes to address delegates.

Ballots and Voting

- 5.6 Voting will be by secret ballot. Delegates will receive in their convention materials a ballot booklet with labelled ballots for each election.
- 5.7 For Regional committee elections, ballots will be distributed on-site, if required.
- 5.8 In the event of misplaced ballots, replacement ballot books will not be available.
- 5.9 Delegates mark their ballots by printing the name of the candidate of their choice.
- 5.10 Once the ballot is marked, it shall be folded and placed by the delegate in the ballot box.
- 5.11 A delegate who has inadvertently dealt with their ballot in a manner that it cannot be used to indicate properly his or her intention to vote may, on presenting it to the presiding official receive another ballot. The presiding official shall write the word "spoiled" on the returned ballot and shall preserve the spoiled ballot until the declaration of the election results.
- 5.12 Individual voting is the only permitted method of casting ballots.
- 5.13 The presiding official will review voting procedures prior to each election.

Counting of Votes

- 5.14 Immediately after the closure of voting, the presiding official shall proceed to a designated area for vote counting.
- 5.15 Only the presiding official and designated assistants or election clerks are permitted in the counting area. Each candidate may identify one agent to serve as a scrutineer to the count.
- 5.16 The presiding official and designated assistants or election clerks shall open the ballot boxes and count the ballots. Once a consistent count has been achieved, they shall affix their signatures to a tally sheet and advise the presiding official of the election results.
- 5.17 A ballot is clearly rejected and shall not be counted if it is blank; if anything is marked on the ballot to identify the voting delegate; if the markings cannot legibly be distinguished as the name of a particular candidate.
- 5.18 The candidate receiving the highest number of votes shall be declared to be elected. In the event of a tie vote, the presiding official shall declare the tie and then write the names of the candidates separately on blank sheets of paper of equal size and of the same colour and texture, fold the sheets of paper in a uniform manner so that the names are concealed, deposit the papers in a receptacle, and direct some person to withdraw one of the sheets of paper. The presiding official shall declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate(s) and to have won the election.
- 5.19 Under no circumstances shall a recount be undertaken once the election results are announced. If an objection is found to be valid, the presiding official shall determine if the office in question will be declared vacant and an election held.

Declaration of Results

- 5.20 The presiding official shall declare the vote results for the office of President prior to the election of Vice Presidents.
- 5.21 In all elections, the vote tabulation shall be announced.

Disposal of Ballots

5.22 Upon declaration of election results, the presiding official will advise delegates that ballots will be destroyed. Following this notice, the presiding official and designated assistants shall destroy all valid and spoiled ballots.

Withdrawal of Candidates

5.23 Should a candidate wish to withdraw from an election, the candidate must provide written notice of withdrawal to the presiding official prior to the casting of ballots.

5.24 Campaigning**5.24.1 Communication to Membership:**

All candidates who have filed nomination papers at least 10 days prior to Convention shall be entitled to the following communications services from SUMA:

- a) Announcement of declared candidacy in the Urban Update effective immediately upon receipt of nomination papers by the appointed returning officer.
- b) A “one time only” email distribution to all SUMA member municipalities of a one page document outlining the candidate’s platform (through SUMA’s communication services)
- c) Posting of the one page platform document on SUMA’s website.

The candidate shall confirm his/her choice of services in writing and will be provided with access to these services within reasonable timelines. Documents shall not exceed 400 words and be no larger than 500 Kb. They can be in a .pdf or .doc format. These services will be available from the first Monday of January until the last Monday preceding Convention.

5.24.2 Campaigning at Convention:

All candidates who have filed nomination papers shall be entitled to campaign during Convention. The following guidelines shall apply:

- a) Arrangements for one campaign table shall be confirmed with the Convention Coordinator. As a rule, tables shall not interfere with registration and other convention events and all tables will be located in a common area. SUMA will provide

these at no cost to the candidate, provided requests have been made at least 10 days prior to Convention.

- b) Due to facility rental restrictions, posters cannot be posted on any walls or equipment on the convention site. As such, each candidate shall have access to one easel on which they may post campaign information and posters. SUMA will provide these at no cost to the candidate, provided requests have been made at least 10 days prior to Convention.
- c) While candidates can distribute buttons, cards and other campaign paraphernalia to delegates, it is critical that these activities do not interfere with the delivery of a successful Convention. SUMA staff and Board members, along with presenters and keynote speakers put a significant effort in providing an exciting and stimulating program. The use of noisy campaign apparatus (e.g. whistles, bells)) on the Convention site is therefore prohibited.

6. MIDTERM ELECTIONS

- 6.1 These rules and procedures shall apply to midterm elections.