



SASKATCHEWAN URBAN MUNICIPALITIES ASSOCIATION

ELECTION RULES AND PROCEDURES HANDBOOK

Approved by SUMA Board of Directors on September 27, 2024

Rules and procedures governing the election of members to the SUMA
Caucuses and for the President of the Board of Directors.

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

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

The "Presiding Official" noted in these rules and procedures shall be
the Chief Electoral Officer, or their designate.

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

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1. ELECTED POSITIONS: BOARD OF DIRECTORS AND CAUCUS MEMBERS

- 1.1 The SUMA Board is composed of seven (7) positions:
- One (1) President (elected);
 - Four (4) Members from the Caucuses (Cities*, Towns, Villages and Resort Villages, and Northern) (also the “Caucus Chairs”) (elected);
 - One (1) Member representing Saskatoon (appointed); and
 - One (1) Member representing Regina (appointed).

*The representatives from the Cities Caucus cannot be from either the Cities of Saskatoon or Regina.

- 1.2 The Cities Caucus shall have sixteen (16) members (one appointed by each city). The Towns and Villages and Resort Villages Caucus shall have seven (7) members each (one elected from each southern region). The Northern Caucus will have four (4) members (one elected from each quadrant).
- 1.3 The Cities, Towns, Villages and Resort Villages, and Northern Caucus will each elect a Chair (and Vice-Chair/alternate), who will sit as the representative, known as a Vice-President, for each respective Caucus on the Board of Directors. These Chairs and Vice-Chairs will be elected according to their respective Caucus Terms of Reference.
- 1.4 If a Vice-President (such as from one of the Caucuses) is elected as President, that position will be “backfilled” – wherein another Chair will need to be elected and who will sit as a Vice-President to represent their respective Caucus. The vacant position on the Caucus will also need to be filled.
- 1.5 Each Vice-President shall have one (1) alternate.

2. TERM OF OFFICE

- 2.1 The term of office for the President shall be four (4) years (as per Bylaws).
- 2.2 The maximum term of office for all members of each Caucus shall be four (4) years (as per Bylaws).
- 2.3 There is a maximum of two (2) terms for members sitting on the Cities Caucus, Towns Caucus, Villages and Resort Village Caucus, and Northern Caucus.
- 2.4 Caucus elections shall occur at a virtual meeting to be held no more than six months following each province-wide municipal election. The President shall be elected at the next Annual Convention following each province-wide municipal election. By-elections may be held on an as-needed basis.
- 2.5 The term of office for Vice-Presidents appointed by the Cities of Saskatoon and Regina shall be four (4) years, subject to the discretion of their respective council.

3. NOMINATIONS FOR PRESIDENT AND CAUCUS MEMBERS

Nominee Eligibility

- 3.1 Nominees for all positions (President; Caucus members) must be elected officials of a SUMA member council in good standing.
- 3.2 Office: President

Any elected official of a SUMA member municipality in good standing is eligible to run for election to the office of President.

3.3 Office: Members of Cities Caucus

The sixteen (16) members of the Cities Caucus shall be appointed by the individual city councils.

3.4 Office: Members of Towns Caucus

The seven (7) members of the Towns Caucus shall be elected by the seven (7) regions (one from each region).

3.5 Office: Members of Villages and Resort Villages Caucus

The seven (7) members of the Villages and Resort Villages Caucus shall be elected by the seven (7) regions (one from each region).

3.6 Office: Members of Northern Caucus

The four (4) members of the Northern Caucus shall be elected by the four (4) Northern quadrants (one from each quadrant).

3.7 The Chairs and Vice-Chairs of each Caucus shall be determined by each Caucus, pursuant to their Terms of Reference.

Nomination Process: President

3.8 Prior to Annual Convention

Nominees must complete a prescribed nomination paper (Appendix A) for the position of President.

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 fifteen (15) days prior to the date set for the applicable election.

Nomination papers are available from the SUMA office prior to Convention and at the SUMA onsite office during Convention.

3.9 Nominations from the Convention Floor

If there are no candidates nominated for the position of President by the scheduled deadline as per section 3.8, nominations from the floor of Convention will be accepted, provided that nomination papers have been properly completed and that nominee eligibility criteria are met.

3.10 Close of Nominations

The Presiding Official shall declare nominations closed for the position of President at the end of the fifteenth (15th) day before the start of Convention.

If nominations are to be accepted from the floor of Convention, the Presiding Official shall call three (3) times for such nominations. After the third (3rd) call, the Presiding Official shall declare nominations closed.

3.11 Nomination Announcements

At the nomination deadline for the position of President, the Presiding Official shall announce the names of all candidates nominated for that position.

Nomination Process: Caucuses

3.12 Prior to Sectoral Meetings

Nominees must complete a prescribed nomination paper (Appendix B) for a position on a Caucus.

Nominees for positions on a Caucus may declare their interests in seeking nomination ahead of the sectoral meetings (self-declared) at least fifteen (15) days prior to the scheduled time when voting begins.

Nomination papers are available from the SUMA office prior to the Sectoral Meetings.

3.13 Nominations from the Sectoral Meeting Floor

If there are regions for which there are no candidates nominated for the positions on the Caucus by the scheduled deadline as per section 3.12, nominations from the floor of the Sectoral Meetings will be accepted, provided that nominee eligibility criteria are met, specifically that:

- A nominee for membership on the Caucus is an elected official representing a SUMA member municipality in that region and is in good standing; and
- Nominations from the floor of a Sectoral Meeting do not require the presentation of nomination papers.

3.14 Close of Nominations

The Presiding Official shall declare nominations closed for the positions of members of Caucuses fifteen (15) days prior to the scheduled time when voting begins.

If there are to be nominations from the Sectoral Meeting floor, the Presiding Official shall call three (3) times for nominations from the floor. After the third (3rd) call, the Presiding Official shall declare nominations closed.

3.15 Nomination Announcements

At the nomination deadline for the positions of members of the Caucuses, the Presiding Official shall announce the names of all candidates nominated for that position.

Insufficient Nominations

- 3.16 If there are no candidates for a position following the nomination deadline, or after the third call for nominations from the floor by the Presiding Official, the position may remain vacant until the next Annual Convention (President election) or Sectoral Meetings (Caucus elections) at which time an election will be held. Alternatively, the Board of Directors may, where allowed by Bylaw, appoint an elected municipal official to fill the position to the next Annual Convention or Sectoral Meeting, 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 Elector eligibility requirements for membership on the Caucuses:

- 4.2.1 Each elected official representing a SUMA member town who is in attendance at their respective Sectoral Meeting and who has registered as an attendee shall be eligible to cast one ballot in the election of the positions on the Towns Caucus.

- 4.2.2 Each elected official representing a SUMA member village or resort village who is in attendance at their respective Sectoral Meeting and who has registered as an attendee shall be eligible to cast one ballot in the election of the positions on the Villages and Resort Villages Caucus.
- 4.2.3 Each elected official representing a SUMA member northern municipality who is in attendance at their respective Sectoral Meeting and who has registered as an attendee shall be eligible to cast one ballot in the election of the positions on the Northern Caucus.

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 each Caucus electing their Chairs and Vice-Chairs/alternates. The elections of Caucus Chairs and Vice-Chairs/alternates shall not begin until the outcome of the election of President is announced.

Candidate Speeches: President

- 5.5 The Presiding Official shall 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.

Candidate Speeches: Caucus Members

- 5.6 The Presiding Official shall call the nominees/candidates forward and have them draw lots to choose the order of speaking. Each candidate for the positions on the Caucus shall have three (3) minutes to address attendees.

Candidate Speeches: Caucus Chairs and Vice-Chairs

- 5.7 The Presiding Official shall call the nominees/candidates forward and have them draw lots to choose the order of speaking. Each candidate for the positions of Caucus Chair and Vice-Chair shall be given three (3) minutes to address attendees.

Ballots and Voting

- 5.8 Voting for both the President and positions on the Caucuses will be by secret ballot and will be done electronically. In the event electronic voting is not possible, the voting will be conducted manually under the guidance of SUMA's Chief Electoral Officer.
- 5.9 The Presiding Official shall review voting procedures prior to each election.

Counting of Votes

- 5.10 Immediately after the closure of voting, the virtual votes will be tallied electronically, or the votes will be physically counted, whichever the case may be.

- 5.11 The candidate receiving the highest number of votes shall be declared to be elected. In the event of a tie vote, and pursuant to section 39 in the Bylaws, 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 (1) 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.
- 5.12 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 a new election held.

Declaration of Results

- 5.13 The Presiding Official shall declare the vote results for the office of President prior to the election of Caucus Chairs and Vice-Chairs.
- 5.14 In all elections, the vote tabulation shall be announced.

Withdrawal of Candidates

- 5.15 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.

Campaigning

5.16 Campaigning

5.16.1 Communication to Membership:

All Presidential candidates who have filed nomination papers at least fifteen (15) days prior to Convention shall be entitled to the following communications services from SUMA:

- a) Announcement of declared candidacy in the Municipal 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); and
- c) Posting of the one page platform document on SUMA’s website.

The candidate shall confirm their choice of services in writing and will be provided with access to these services within reasonable timelines. The platform document shall not exceed 1,000 words, and shall be 1,000 Kb or less. It can be provided via Word document or PDF, and shall be posted in PDF format. These services will be available from the first business day of January until the last Monday preceding Convention.

5.16.2 Campaigning at Convention:

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

Arrangements for one campaign table shall be confirmed with the Convention and Events 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 ten (10) days prior to Convention.

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 fifteen (15) days prior to Convention.

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. BY-ELECTIONS

These rules and procedures shall, when applicable, apply to interim elections.

7. ROLES AND RESPONSIBILITIES OF BOARD OF DIRECTORS AT CONVENTION

Regardless of their interest in running for office, all members of the Board shall be entitled to perform regular assigned duties in conjunction with the Annual Convention, except where such assignment(s) may result in a perceived conflict of interest within the conduct of a fair electoral process.