



SASKATCHEWAN URBAN MUNICIPALITIES ASSOCIATION

ELECTION RULES AND PROCEDURES HANDBOOK

Approved by SUMA Board of Directors on September 23, 2016

Rules and procedures governing the election of officers to the SUMA Board of Directors and Executive Committee.

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.

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 eighteen (18) potential positions:
- One (1) President
 - Three (3) Vice-Presidents (Cities, Towns, Villages/Resort Villages/Northern Municipalities)
 - One (1) Executive Member representing Saskatoon and Regina*
 - Six (6) Directors representing four (4) City Regions
 - Eight (8) Directors representing the Northern and Southern Regions

All positions are elected except for the six (6) city directors, who are appointed respectively by the cities of Regina, Saskatoon (two each), Moose Jaw and Prince Albert (one each).

*It should be noted that in the event that neither the President or Vice-President of Cities are from Saskatoon or Regina, one of the 4 directors representing these two cities shall be elected by delegates from these cities to fill the position of Executive Member representing Saskatoon and Regina. This election would occur at Convention, during the city sector meeting or other meeting especially convened for that purpose.

- 1.2 Regional Directors and Regional Alternates shall be elected at the Regional meeting in their respective region, except for those representing the Northern Region (which regional meeting occurs during Convention).

Each Region shall elect:

- a Regional Director; and
- a Regional Alternate (who fills in in the absence of the Regional Director or becomes the Director in case of a vacancy).

2. TERM OF OFFICE

- 2.1 The term of office for all Directors shall be four years (as per Bylaws).
- 2.2 Except for the Vice-President of Cities (normally elected by the City Mayors' Caucus), members of 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. By-elections may be 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 four years, subject to the discretion of their respective council.
- 2.5 Regional Directors for the Northern Region and the Southern Regions will be elected every fourth year at the Regional Meeting immediately following the province-wide municipal elections.
- 2.6 Only city directors may concurrently hold more than one elected position on the SUMA Board of Directors (in accordance with the Bylaws).

3. NOMINATIONS FOR ALL BOARD MEMBERS

Nominee Eligibility

- 3.1 Nominees for all positions must be elected officials of a SUMA member council in good standing.
- 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.

3.3 Office: Vice-President of Cities

The Vice-President of Cities shall be the Chair of the City Mayors' Caucus as selected by the City Mayors.

3.4 Office: Vice-President of 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 of Towns.

3.5 Office: Vice-President of 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 full member of SUMA in good standing may stand for election to the office of Vice-President of Villages, Resort Villages, and Northern Municipalities .

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 Directors and Regional Alternates - Northern and Southern Regions

Any elected official representing SUMA member municipalities shall be eligible to run in regional elections in their respective 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 fifteen days prior to the date set for the presidential election.

Nominees for the positions of Vice-President (Towns, and Villages/Resort Villages/Northern Municipalities) 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-President 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 onsite 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 Towns or Villages, Resort Villages, and Northern Municipalities 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 Alternates

3.10 Prior to Regional Meetings

Nominees for either positions (Regional Director or Regional Alternate) may declare their interests in seeking nomination ahead of the regional meetings (self-declared) or accept third party nominations (from the floor) at the regional 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 Director or Regional Alternate is an elected official representing a SUMA member municipality 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 at the end of the 15th day before the start of convention. For the positions of sector Vice-Presidents, the presiding official shall declare the nominations closed twenty-four (24) hours prior to the scheduled time when voting begin.

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 Director and Alternate positions, the presiding official shall announce the names of all candidates nominated ahead of the regional meeting 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, where allowed by Bylaw, 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:

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, Resort Villages, and Northern Municipalities.

4.3 Eligibility to Vote in Regional Elections

- 4.3.1 Each elected official (i.e., sworn official) representing a SUMA member municipality within the region, and in attendance at the regional meeting shall be eligible to cast one ballot in the election of the Regional Director.
- 4.3.2 Each elected official (i.e., sworn official) representing a SUMA member municipality within the region and in attendance at the regional meeting, shall be eligible to cast one ballot in the election of the Regional Alternate.
- 4.3.3 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 positions of Director and Alternate.

The Northern Regional Meeting is held in conjunction with the Annual Convention.

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

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.

At the Regional Meeting, the order of elections shall be election of the Regional Director, and then the election of the Regional Alternate.

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 ballots onsite prior to voting. The process for verifying credentials for voters will include the marking of delegate badges.
- 5.7 For Regional elections, ballots will be distributed onsite, 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 Individual voting is the only permitted method of casting ballots.
- 5.12 The presiding official will review voting procedures prior to each election.

Counting of Votes

- 5.13 Immediately after the closure of voting, the presiding official shall proceed to a designated area for vote counting.
- 5.14 The presiding official, designated assistants, designated candidate's agents, and election clerks are the only ones permitted in the counting area. Each candidate may identify one agent to serve as an observing scrutineer to the count.
- 5.15 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.
- 5.16 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. Spelling errors or non-descriptive additional markings shall not void a ballot unless they can identify the voting delegate or create sufficient confusion to nullify the clarity of the intent of the ballot.
- 5.17 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.
- 5.18 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

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

Disposal of Ballots

- 5.21 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

- 5.22 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.

5.23 Campaigning

5.23.1 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. 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.

5.23.2 Campaigning at Convention:

All 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 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 10 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

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

7. ROLES AND RESPONSIBILITIES EXECUTIVE MEMBERS AND DIRECTORS AT CONVENTION

Regardless of their interest in running for office, all members of the Board (including all Directors and Executive Members) 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.