



ANNUAL ELECTION POLICY

Prior to the election, an "It's Election Time" communication will be sent by email and published in the newsletter. It will include information about nominations and the election process.

1. The dates of the Annual Election shall be a minimum of 4 weeks prior to the AGM. The date of the annual AGM shall be established by Council motion not less than 12 weeks in advance of the meeting date.
2. Nomination forms will be sent out not less than **seven (7) weeks** before the election.
3. A second nomination form will be sent out not less than **four (4) weeks** before the election
4. Nominations close not less than **three (3) weeks** prior to election date
5. Nominations must be received by 11:59 PM on the nomination closing date
6. The registrants will be notified of nominees at least **two (2) weeks** before the election period
7. The election will take place in an electronic format. Voting will be open for three (3) consecutive days starting at 9:00 AM on a Monday and will close at 9:00 PM Wednesday
8. The candidates and registrants will be notified of the election outcome within two working days of the close of voting.

NOTE: Nominees must confirm they will adjust their calendars to ensure they are available for scheduled Council meetings in order to be included in the voting process. Once elected, Council members must maintain a 75% attendance record for Council meetings. Failure to do so will result in being removed from Council. The position will remain vacant until the next scheduled election.