

POLICY # 9	RES #	LAST UPDATED: September 2000
POLICY NAME ELECTIONS BY MAIL		SUPERSEDES POLICY: Not Applicable
		APPROVAL DATE:

Returning Officer

- The Past President or other person appointed by the President, shall be the Returning Officer.

Call for Nominations

- The Returning Officer shall call for nominations to elect a division director.
- The Returning Officer shall determine the closing date for nominations.
- Notice of Call for Nominations shall be distributed to the division membership by the Executive Director or other person appointed by the Returning Officer.
- Said Notice shall be mailed not more than 21 days, nor less than 14 days, before the final date to receive nominations.
- Nominations may be submitted by mail or by email.
- The candidate's acceptance of said nomination may be transmitted in written or verbal format to the Returning Officer.

Election Procedure

- The Returning Officer shall determine the closing date to receive ballots.
- Candidates may provide campaign literature to be included with the ballots. Said campaign literature shall be limited to one page.
- The Executive Director or other person appointed by the Returning Officer, shall distribute to the division membership, not more than 21 days, nor less than 14 days, before the final date to receive ballots, the following materials:
 - Campaign literature provided by any candidate.
 - Voting instructions to the electors.
 - Ballot.
 - Ballot envelope.
- Members wishing to exercise their right to vote shall:
 - Mark their ballot in the appropriate manner.
 - Enclose their ballot within the ballot envelope provided.
 - Enclose the ballot envelope in an envelope addressed to the Returning Officer and mail it within sufficient time to cause it to be delivered to the Returning Officer.

- The Returning Officer shall:
 - Upon receiving a ballot, ensure the ballot envelope contains nothing to identify the voter.
 - Such ballots should be considered spoiled and should not be counted unless there is a tie
 - Store all ballot envelopes in a secure place until such time as the closing date to receive ballots has expired.
 - Open the ballot envelopes and count the ballots contained therein to determine which candidate has secured the highest number of votes.
 - In the event of a tie, after including any spoiled ballots, utilize the procedure outlined in The Local Government Elections Act.
 - Provide election results to the Executive Director and the candidates.
 - Election results are limited to the identity of the successful candidate.
 - Report on number of spoiled ballots, ballots received late, etc.
 - Obtain a resolution at the next Executive meeting to destroy the ballots.
- The Executive Director shall advise the Executive of said election results. The Executive Director shall also post election results on the ComMuniLink bulletin board.