



## **MEMORANDUM**

**DATE:** September 28, 2023

**FILE NO:**  
530-02

**TO:** Board of Directors

**FROM:** Patrick Robins, Corporate Officer & Manager, Legislative Services

**SUBJECT:** Annual Election of Chair and Vice-Chair

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At the November 8, 2023 Regular Board of Directors meeting the annual election of a Chair and Vice-Chair shall be undertaken.

Per section 215 of the *Local Government Act*:

- 215 (1) At the first meeting held after November 1 in each year, the board must elect a chair and a vice chair.
- (2) The vice chair has, during the absence, illness or other disability of the chair, all the powers of the chair and is subject to all rules applicable to the chair.
- (3) If the chair and the vice chair are not present at a meeting of the board, the directors present may elect an acting chair who, during that meeting, has all the powers of the chair and is subject to all rules applicable to the chair.
- (4) For the purposes of elections under this section, each director present at the meeting has one vote in each election for an office.

And following Section 4 (e) through (m) of CVRD Procedure Bylaw No. 2889 (Inaugural Meetings) to establish a process for the election of the Chair and Vice-Chair annually:

- e) The Corporate Officer shall call for nominations for Chair. At the close of nominations, if there is only one nomination for the Chair, then the Chair shall be acclaimed. If two or more candidates have been nominated; those candidates will have an opportunity to address the Board.
- f) There will then be allotted a maximum of thirty minutes for questions of the candidates from the Directors. Each Director will be allowed to ask one question of one or all of the candidates. If after all Directors have been heard and there is still time remaining, Directors who have already spoken can ask a follow-up question.
- g) Following the question period, the Corporate Officer shall conduct a vote by using an electronic voting tabulator. In the event that the electronic voting tabulator is unavailable,

a paper ballot will be used. The Corporate Officer shall announce the vote totals for each candidate after all Directors have voted.

- h) If only two candidates ran in the election, the candidate receiving [nine] or more votes (thereby constituting a majority of the Board) will be declared elected.
- i) If three or more candidates ran in the election, and no candidate received a majority of votes, the name of the candidate receiving the lowest number of votes will be removed from the election.
- j) If there are candidates tied for the lowest number of votes, the Directors will vote using the electronic voting tabulator as to which of the tied candidates will be included in the next round of voting. If a paper ballot is being used, the names of the tied candidates will be written on separate pieces of paper and placed in a container; the Corporate Officer will withdraw one paper and the candidate whose name is on the withdrawn paper will be included in the next round of voting.
- k) The remaining candidates will again stand for election. This process will be repeated until a candidate is elected, or until only two candidates remain and the vote is tied.
- l) In the event of a tie vote:
  - I) the names of the candidates will be written on separate pieces of paper and placed in a container;
  - II) the Corporate Officer will withdraw one paper; and
  - III) the candidate whose name is on the withdrawn paper will be declared elected.
- m) An election of Vice-Chair shall then be conducted following the same process described above if more than one candidate has been nominated. If there is only one nomination for the Vice-Chair, then the Vice-Chair shall be acclaimed.

**Please note the electronic voting tabulator is NO longer available so a paper ballot will be used.**