



POLICY

OFFICER ELECTIONS POLICY

Policy Number:	12 (2024)
Policy Review:	Every 5 Years or upon Bylaw or Legislative Change
Reference(s):	Robert’s Rules of Order Bylaw 1 and its amendments Municipal Government Act, Sec 602.06, Sec 602.09(c)

1. PURPOSE OF POLICY

- 1.1. To outline the process for the election of the North Red Deer River Water Services Commission (NRDRWSC or the Commission) Officers from the Board of Directors (the Board).

2. POLICY STATEMENT

- 2.1. The Commission bylaws outline the composition of the NRDRWSC Board of Directors, appointment requirements, position terms, and alternate Director designations. The Board is required to elect the Officer positions of Chair and Vice-Chair annually. The Commission follows the process outlined in Robert’s Rules of Order for Officer elections. This Policy formalizes the election process to support fair and transparent election procedures for NRDRWSC Officer positions to align with Commission bylaws.

3. DEFINITIONS AND ABBREVIATIONS

Definitions outlined in Bylaw 1 apply to this Policy. Policy-specific definitions are listed below.

- 3.1. **CAO** - means Chief Administrative Officer appointed by the Board to act as the administrative head of the Commission, also Manager.
- 3.2. **Commission** - means the North Red Deer River Water Services Commission, also NRDRWSC.
- 3.3. **Officer(s)** - means the Board position of Chair and Vice-Chair of the North Red Deer River Water Services Commission Board of Directors.
- 3.4. **Recording Secretary** - means the person responsible for documenting the proceedings of meetings, including preparing accurate minutes, noting decisions, actions, and discussions, and maintaining a clear and organized record.

4. ROLES AND RESPONSIBILITIES

- 4.1. Board of Directors
 - 4.1.1. Approve this Policy.
 - 4.1.2. Comply with this Policy.



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4.2. Chair

- 4.2.1. Assume the role of Chairperson once elected by the Board.
- 4.2.2. Oversee the election of the Vice-Chair position to the Board.
- 4.2.3. Comply with this Policy.

4.3. Directors

- 4.3.1. Put forth only one nomination for each of the Chair and Vice-Chair positions, not including themselves.
- 4.3.2. Comply with this Policy.

4.4. CAO

- 4.4.1. Ensure Commission Administration compliance with this Policy.
- 4.4.2. Fulfill the role of Acting Chair for the Organizational Meeting until the election of a Chair has been concluded.
- 4.4.3. Comply with this Policy.

5. POLICY DETAILS

5.1. Timing of Election

- 5.1.1. The election of the NRDRWSC Board Chair and Vice-Chair shall take place at the Commission's Organizational Meeting held annually in November.

5.2. Term of Office

- 5.2.1. The NRDRWSC Board Chair and Vice-Chair shall serve in this office for a term of one year per Bylaw 1 Section 6.

5.3. Method of Nominations

- 5.3.1. The method of nomination for electing an NRDRWSC Officer shall be 'from the floor' (sometimes called "open nominations").
- 5.3.2. Board Directors shall not nominate themselves for an Officer position.

5.4. Officer Elections Process

- 5.4.1. The Commission CAO shall act as the Acting Chair of the Organizational Meeting until the position of Chair has been duly elected.
 - 1. NRDRWSC Organizational Meeting is called to order by Acting Chair.
 - 2. Acting Chair calls for the adoption of the Organizational Meeting Agenda.
 - 3. Upon approval of the meeting agenda, the Acting Chair advances to the next agenda item which shall be the call for nominations for Chair.



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4. Acting Chair calls for nominations from the floor for the position of NRDRWSC Board Chair by stating "I call for nominations for the office of Board Chair."
 5. A Director may make a nomination for the Chair position as follows: "I nominate [Title/Full Name] for the position of Board Chair."
 6. Unless the nomination is declined, the Acting Chair will confirm the nomination and call for further nominations. For example, "[Title/Full Name] is nominated. Are there any further nominations?" If the nomination is declined, the Acting Chair will state "[Title/Full Name] has declined the nomination for Chair. Are there any further nominations?".
 7. Steps 4, 5, and 6 will be repeated until all nominations for Chair have been made.
 8. Once all nominations have been received from the floor, the Acting Chair will ask one final time for any further nominations. If there are no further nominations, the Acting Chair declares that nominations for Board Chair are closed by stating "Without objection, nominations for Board Chair are closed."
 9. If more than one nomination is received, the Acting Chair will call for a vote by secret ballot.
 - 9.1. The NRDRWSC Recording Secretary shall distribute a ballot to each Director.
 - 9.2. The ballots shall be collected, and the votes counted, by the Recording Secretary. A neutral party shall be selected from the gallery or Administration staff to monitor the ballot collection and counting.
 - 9.3. The results of the voting shall be provided to the Acting Chair who will announce the nominee with the most votes for the record and ask if there is any objection to the result. If there is an objection, the Acting Chair will announce the ballot count for the record. The Acting Chair will declare "I declare [Title/Full Name] the Chair of the North Red Deer River Water Services Commission."
 10. If only one nomination is received, the Acting Chair will declare "[Title/Full Name] is declared Chair of the North Red Deer River Water Services Commission by acclamation."
- 5.4.2. Upon election of the Chair, the Acting Chair shall defer the chairing of the meeting to the newly elected Chair.
 - 5.4.3. The Chair will assume chairing of the meeting and advance to the next agenda item which shall be the call for nominations of Vice-Chair.
 1. The Chair calls for nominations from the floor for the position of NRDRWSC Board Vice-Chair by stating "I call for nominations for the office of Board Vice-Chair."
 2. A Director may make a nomination for the Vice-Chair position as follows: "I nominate [Title/Full Name] for the position of Vice-Chair."



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3. Unless the nomination is declined, the Chair will confirm the nomination and call for further nominations. For example, “[Title/Full Name] is nominated. Are there any further nominations?” If the nomination is declined, the Chair will state “[Title/Full Name] has declined the nomination for Vice-Chair. Are there any further nominations?”.
 4. Steps 1, 2, and 3 will be repeated until all nominations for Vice-Chair have been made.
 5. Once all nominations have been received from the floor, the Chair will ask one final time for any further nominations. If there are no further nominations, the Chair declares that nominations for Vice-Chair are closed by stating “Without objection, nominations for Vice-Chair are closed.”
 6. If more than one nomination is received, the Chair will call for a vote by secret ballot.
 - 6.1. The NRDRWSC Recording Secretary shall distribute a ballot to each Director.
 - 6.2. The ballots shall be collected, and the votes counted, by the Recording Secretary. A neutral party shall be selected from the gallery or Administration staff to monitor the ballot collection and counting.
 - 6.3. The results of the voting shall be provided to the Chair who will announce the nominee with the most votes for the record and ask if there is any objection to the result. If there is an objection, the Chair will announce the ballot count for the record. The Chair will declare “I declare [Title/Full Name] the Vice-Chair of the North Red Deer River Water Services Commission.”
 7. If only one nomination is received, the Chair will declare “[Title/Full Name] is declared Vice-Chair of the North Red Deer River Water Services Commission by acclamation.”
- 5.4.4. Upon completion of all Officer Elections, the Chair will move on to the next agenda item.

6. END OF POLICY

ORIGINAL SIGNED

Signature of Chair

Date

ORIGINAL SIGNED

Signature of CAO

Date



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POLICY RECORD

Approval and Amendment History

Date of Board Meeting	Description
December 16, 2024	New Policy Approved

Review History

Date of Policy Review	Description/Action Taken or Required