

**Appendix IV
Appointments to Committees, Local Boards, Special Purpose Bodies and Conservation
Authorities**

**APPENDIX 2
BY-LAW 27-2022**

**APPOINTMENTS TO SPECIAL PURPOSE BODIES
VOTING PROCEDURES**

1. DEFINITIONS

- 1.1 "Lot" is the method of determining the nominee to fill the vacancy or go onto the next ballot, as determined by the particular circumstance. The names of the tied nominees shall be placed on equal sized pieces of paper, placed in a container and one name shall be drawn by a person chosen by the Regional Clerk.

2. PROCEDURE FOR NOMINATIONS

- 2.1 Names for appointments shall be included in the staff report on Special Purpose Body appointments based on "Indication of Interest" forms returned to the Office of the Regional Clerk. Additional nominations received at the time of voting on appointments shall also be considered by Council for appointment to the Special Purpose Bodies. Voting shall be conducted for **ALL** vacancies on the special purpose body in question, and not just for vacancies for which nominations had not been received at the time of the staff report.
- 2.2 Nominations shall be placed in the following manner:
- a. The Regional Clerk or Presiding Officer shall state which appointments require an election.
 - b. The Regional Clerk or Presiding Officer shall call for nominations.
 - c. Each nomination shall be moved and seconded by a member.
 - d. After nominations have been closed by a vote, each nominee may, prior to the vote being taken, be permitted to speak to the nomination for not more than two minutes.
 - e. The nominees shall be called upon in alphabetical order of surname.
- 2.3 Nominees may withdraw their name at any point in the voting process.

3. VOTING PROCESS

- 3.1 Once the process commences, the only motion permitted will be a motion to recess.
- 3.2 **One Vacancy:**
- a. If there is just one nominee, the nominee requires a majority of votes to be appointed. Voting may be by show of hands.
 - b. If there is more than one nominee, the Regional Clerk or Presiding Officer shall request each member, alphabetically, to stand and state the name of the nominee for whom they are voting. The nominee with the highest number of votes shall be appointed.

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3.3 Two or More Vacancies:

- a. The Regional Clerk or Presiding Officer shall request each member, alphabetically, to stand and state the names of the nominees for whom the member is voting. For example, if there are three vacancies, each Council member shall be given only one opportunity to state the names of the nominees, up to and including three, for whom the member is voting. The nominees with the highest number of votes shall be appointed.

- 3.4 In the case of an equality of votes, then the position shall be filled by the nominee selected by lot, conducted by the Regional Clerk.