

# 2025 ABmunis Elections Procedures



 **Alberta  
Municipalities**  
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## Table of Contents

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Introduction.....	3
Part I – General Provisions and Nominations.....	4
Definitions.....	4
General Provisions .....	4
Important Dates and Times for the 2025 Elections .....	5
Nominations.....	5
Candidate Presentation and Address .....	7
Responsibility of Officials.....	7
Election Expenses .....	7
On-Site Election Advertising.....	7
Online Advertising .....	8
Part II – Online Voting Procedures.....	9
Electronic Voting Devices.....	9
General Order of Elections.....	9
Time to Vote .....	9
Individual Voting.....	9
Secrecy of Vote .....	9
Technical Support for Improper Voting Links.....	10
Post Vote Procedure .....	10
Controverted Elections.....	11
Appendix A .....	12
Voting Classifications and Electoral Zones .....	12

# Introduction

The ABmunis Elections Procedures provide detailed guidance on how elections are conducted during the Association's Annual General Meeting, which is typically held as part of its annual Convention.

The ABmunis Elections Procedures are designed to ensure that elections are conducted fairly and consistently, in alignment with the Association's Bylaws. It outlines the required procedures, voting methods, applicable rules, and necessary forms. Any capitalized terms used but not defined within these procedures shall carry the meanings assigned to them in the Association's Bylaws.

The ABMunis Elections Procedures are structured into two main sections:

- PART I – General Provisions and Nominations, and
- PART II – Voting Procedures.

All election related forms and supporting documents are included in the ABmunis website.

# Part I – General Provisions and Nominations

## Definitions

For the purposes of conducting elections at the Association’s Annual Convention:

- a. **“AGM”** means the Annual General Meeting.
- b. **“Association”, “Alberta Municipalities” or “ABmunis”** means the Association of Alberta Municipalities.
- c. **“Bylaws”** means the bylaws adopted and in effect for the Association.
- d. **“Board”** means the ABmunis Board of Directors.
- e. **“CEO”** means the person appointed by the Board as the Chief Executive Officer.
- f. **“Convention”** means the 2025 Association of Alberta Municipalities Convention.
- g. **“Deputy Returning Officer”** means a person who is responsible for the conduct of a vote. If the Returning Officer is absent or unable to act, a Deputy Returning Officer may exercise any of the powers and perform any of the duties of the Returning Officer.
- h. **“Director”** means a person who is from time to time duly elected or appointed as a Director of the Association.
- i. **“Elected Official”** means a Regular Member who is an official by virtue of a municipal election.
- j. **“Electoral Zones”** means the areas of the province established by the Board for the purpose of selecting Town and Village Directors. The three zones currently are known as: East, West, and South (see *Appendix A*).
- k. **“Membership Classification”** means cities over 500,000 population; cities up to 500,000 population; towns; villages; and summer villages (see Bylaws, Article 4.03).
- l. **“Regular Member” or “Regular Membership”** means a Regular Member as defined in Article 4.02(a) of the Bylaws.
- m. **“Returning Officer”** means a person designated by the Board who shall be responsible for the fair and proper conduct of elections.
- n. **“Voting Delegate”** means a person eligible to vote at an election during an Association Annual Convention.

## General Provisions

Elections will be conducted according to Part II of these procedures.

The Returning Officer is appointed annually by the Board of Directors and is solely responsible for the conduct of Board elections (see Bylaws, Article 7.01).

The positions for which all elections are to be held and the term of office for President, Vice President, and Director are established in the Bylaws (see Bylaws, Article 8.06 and 8.07).

Except for Vice-President positions from Edmonton and Calgary, which are appointed in accordance with Article 8.02 of the Bylaws, Vice President positions are elected at each annual Convention for a one-year term of office.

One Vice-President position is elected for each membership classification in accordance with Article 6.05 of the Bylaws.

Summer Villages are included with villages for purposes of electing a Vice-President.

In accordance with Article 8.07 of the Bylaws, the following Directors are elected for a two-year term at Conventions held in **odd numbered years**:

- a. 2 from cities up to 500,000 population
- b. Towns East
- c. Villages South
- d. Summer Villages

In accordance with Article 8.07 of the Bylaws, the following Directors are elected for a two-year term at Conventions held in **even numbered years**:

- a. 1 from cities up to 500,000 population
- b. Towns West and South
- c. Villages East and West

## Important Dates and Times for the 2025 Elections

### Nomination Deadline:

- Nomination papers for President, Director and Vice President positions must be received by the Returning Officer by 11:59 p.m. Thursday, November 6, 2025.
- Nomination papers will not be accepted after the deadline.

### Election of President

The election of President will take place on the morning of Friday, November 14, 2025 during the Annual General Meeting.

### Election of Directors:

- The election of Directors will take place the morning of Friday, November 14, 2025 during the Annual General Meeting.

### Election of Vice Presidents:

- The election of Vice Presidents will take place the morning of Friday, November 14, 2025 following the election and communication of the President and Directors.

### Results of Elections:

- The Returning Officer will announce the results of the elections and introduce the 2025-2026 ABmunis Board of Directors on Friday, November 14, 2025, before the conclusion of Convention.

## Nominations

### Eligibility

The following persons are eligible for nominations:

- For President and Director positions: persons who are Elected Officials of a Regular Member in Good Standing in the relevant classification and have submitted nomination papers.
- For Vice-President positions: persons who have been elected as Directors for the relevant membership classification and have submitted nomination papers.

### Nomination Papers

All nominees must file a completed nomination paper for each position the nominee wishes to contest and include the corresponding nomination documents.

For example, a nominee could file nomination papers for a President, Director, and/or Vice-President position.

Nomination Papers for each Board position is provided on the ABmunis website.

Nomination papers for all positions must be signed by two other Elected Officials from a Regular Member(s) who are eligible to vote in the election for the position.

Nomination papers for President and Vice-President positions must be approved by a motion of the council of the nominee's municipality.

The "Candidate's Acceptance" portion of the nomination paper includes a statement that the candidate has read and understands the Candidate Information and Nomination Package.

In the event that more than one Elected Official from a municipality is nominated for a Director position, the municipalities' council will be required to pass a motion approving only one nominee.

### **Candidate Information**

The Association ensures that the following information is made available to Regular Members:

- a. Biography - each candidate must submit a biography in accordance with the requirements outlined in the Candidate Information and Nomination Package.

### **Insufficient Nominations**

If there are no candidates for certain positions on the Board following the nomination deadline, the Returning Officer will issue a further call for nominations with a nomination deadline of 11:59 p.m. on the day before the AGM is held.

If there are still no nominations, the new Board, once duly convened, will either appoint a person to fill such vacancies (see Bylaws, Article 8.10 and 8.11) or call for applications.

If the Board calls for applications, it will determine a deadline for application forms. **Application forms will not be accepted after the deadline.**

The person appointed must be a person who would be eligible for nomination if an election were held.

### **Board Vacancy**

If a vacancy occurs in a Board position (which is not available for election that year) between the nomination deadline and the closing of the Convention, the Returning Officer, after consulting with the CEO, will establish and announce a deadline for the receipt of nominations and a time for election of a person to fill the vacancy.

### **Acclamation**

If at the close of nominations, the number of persons nominated for any position is the same as the number required to be elected, the Returning Officer will declare the persons nominated to be elected by acclamation.

If any election is decided by acclamation, the Returning Officer will proceed immediately to the next election.

### **Withdrawal of Nomination**

A person who has filed completed nomination documents may withdraw the nomination at any time, prior to the commencement of the relevant voting segment.

If the number of remaining nominees exceeds the number of persons to be elected for the position, the Returning Officer will proceed with the election.

If the number of remaining nominees is equal to the number required to be elected to the position, the Returning Officer will declare those persons elected by acclamation.

If the number of remaining nominees is less than the number required to be elected to the position, the Returning Officer will re-open nominations with a deadline of 11:59 p.m. on the day before the AGM.

## Candidate Presentation and Address

Where an election is required, candidates will be asked to be at the front of the Convention Hall prior to the Returning Officer's report during the AGM to draw for speaking order.

Each candidate will have the following times to address voting delegates:

- a. in the election for President, up to five minutes, and
- b. in all other elections, up to three minutes.

The names of the candidates will be printed/displayed to the voting delegates in alphabetical order.

In the event a candidate becomes ill during Convention or encounters an unforeseen circumstance that prevents in-person attendance at the AGM, the candidate may, at the discretion of the Returning Officer, be provided with an appropriate means to address voting delegates remotely, subject to the tools and plans available at the time.

## Responsibility of Officials

The responsibilities of the Returning Officer are to, or to cause to be done:

- a. establish and publish election procedures,
- b. appoint sufficient Deputy Returning Officer(s) and other persons required to conduct the election,
- c. ensure a sufficient supply of nomination papers and other necessary materials and facilities to conduct the elections,
- d. receive and accept nominations, Chair, and monitor the length of time of candidate speeches,
- e. ensure all registered voting delegates receive the voting link,
- f. ensure the provision of voting instructions to each registered voting delegate,
- g. determine the vote counts, and
- h. declare acclamations and election results.

The responsibility of being a Deputy Returning Officer is to assist the Returning Officer, as required.

**NB:** The Association may enter into an agreement with the Local Government Administration Association (LGAA) for the naming of person(s) to serve as Deputy Returning Officer(s) and for any other matters relating to the conduct of the elections.

## Election Expenses

Election expenses incurred by a candidate prior to or during service on the Board will not be reimbursed by the Association.

## On-Site Election Advertising

Candidates may begin to advertise their candidacy on site at the start of the convention on Wednesday, November 12, 2025.

Candidates are permitted to advertise and/or promote their nomination in any manner they wish, **except for:**

- a. using the Association's branding on campaign materials,
  - b. advertising within 20 feet of the registration desk or which in any way obstructs the registration area,
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- c. advertising is not permitted inside any rooms where official or business sessions of the Convention take place, except in the Plenary, where pamphlets may be placed on tables, and
- d. advertising in any manner that contravenes any rules of the operator of the facility in which the election is being held.

All Candidates are required to follow the Association's Code of Conduct, which is published in advance on the Convention App.

Where a person displays any form of advertising and/or promotion material that is not permitted, the Returning Officer may ask to have it removed. The candidate is responsible for any clean-up costs.

## Online Advertising

Once candidates have submitted their nomination papers, they may use their own social media platforms for the promotion of their intended candidacy.

Candidates:

- a. must not make offensive comments about other candidates or engage in anything that negatively impacts the Association's reputation, and
- b. are required to follow the Association's Code of Conduct, which is published in advance on the Convention App.

# Part II – Online Voting Procedures

## Electronic Voting Devices

Elections are to be conducted using an online voting platform.

Voting delegates, who have registered for Convention, will receive an email before the AGM. The email will include:

- a. Login credentials to vote,
- b. Instructions on how to vote, and
- c. A link to a test vote to confirm you received your voting credentials in advance of the elections.

The voting delegates will need to use their own electronic devices with internet access to log into the voting platform to cast their votes.

Each voting delegate will only have access to the specific election they are entitled to vote in on the voting platform.

## General Order of Elections

The general order in which the 2025 elections will be conducted is:

- a. President,
- b. Director(s) Cities up to 500,000 population,
- c. Director(s) Towns,
- d. Director(s) Villages,
- e. Any Director by-election required,
- f. Vice-President Cities up to 500,000 population,
- g. Vice-President Towns, and
- h. Vice-President Villages and Summer Villages.

## Time to Vote

Voting will follow immediately after the candidate addresses. 45 seconds will be allowed for each vote.

## Individual Voting

There is neither advance voting nor proxy voting for any of the Convention elections. Each registered voting delegate must enter their own vote using the link provided.

If a registered voting delegate is physically incapable of using the voting link, that voting delegate may request a Deputy Returning Officer to enter the vote, as the voting delegate directs.

## Secrecy of Vote

Voting by entering a vote using the link is the electronic equivalent of a secret ballot.

A Deputy Returning Officer who enters a vote for a registered voting delegate who is physically incapable of using the voting device must keep the entering vote a secret.

## Technical Support for Improper Voting Links

A voting delegate whose voting link malfunctions during the voting period must contact technical support.

Any Association employee who provides a voting delegate with assistance will refer the delegate to technical support. The technical support team can be contacted as follows:

Email Support: [Credentials@dataonthespot.com](mailto:Credentials@dataonthespot.com)  
Toll-free voting support: 1.833.368.7123  
Election Manager: Brandon Mwendo  
[brandon@dataonthespot.com](mailto:brandon@dataonthespot.com)

## Post Vote Procedure

### Counting of Votes

Immediately after the closure of voting, the online voting platform will tally the votes cast for each candidate.

### Returning Officer Review of Voting Results

The Returning Officer will review the voting results and confirm the results prior to displaying and announcing results to the audience.

### Display of Voting Results

Results will be displayed on the voting platform and onscreen as a percentage of the total.

### Election Results

The candidate receiving the highest number of votes will be declared elected by the Returning Officer.

In the case when there is an election for two Directors for Cities up to 500,000 population positions, in the first vote the person receiving the highest number of votes will be declared elected to one of the positions and in the second vote the person receiving the highest number of votes among the remaining candidates will be declared elected to the second position.

### Equality of Votes

If two or more candidates receive an equal number of votes, the Returning Officer will declare a tie.

The Returning Officer will then declare a second vote for the two candidates with the highest number of votes and will allow voting delegates 45 seconds to cast their votes on the voting platform.

In the event of a second tie vote, the Returning Officer will write the names of those candidates separately on blank sheets of paper of equal size and of the same colour and texture, and after folding the sheets of paper in a uniform manner so that the names are concealed, will deposit them in a receptacle and direct a person to withdraw one of the sheets.

The Returning Officer will declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate(s).

### Declaration of Vote Results

The Returning Officer will declare the name(s) of the person(s) elected:

- a. for the position of President before the elections for Directors,
- b. for the positions of Directors before elections for Vice-Presidents,
- c. for the positions of Vice President, and

- d. for any other position at the conclusion of the election.

### **No Recount**

A recount or revote will only be undertaken at the direction of the Returning Officer if the online voting process fails, or if an objection is found to be valid.

At the discretion of the Returning Officer on a valid objection, either a revote can be undertaken or the position in question may be declared vacant.

## **Controverted Elections**

### **Objection**

Where a candidate or voting delegate presents an objection to the Returning Officer that the election was controverted to the degree of bearing on the outcome, the Returning Officer will immediately determine if the objection is, or likely is, valid.

The scope of such objections includes, but is not strictly limited to, inappropriate nomination documents, the use of a voting delegate's link by a person other than the voting delegate to whom it was assigned, bribery or undue influence of voting delegates and impropriety of election officials or officers.

An objection related to an alleged impropriety of the Returning Officer will be filed with the CEO who will undertake the functions of the Returning Officer described under the headings "Minor Objection" and "Action on Objections."

### **Minor Objections**

The following objections presented to the Returning Officer may be considered not relevant to the outcome of the election but might be addressed by the Returning Officer if found to be valid:

- a. a voting link or voting device was used by a person other than the voting delegate to whom it was assigned with the exception where a voting delegate who is physically incapable of using the voting link obtained assistance from the Deputy Returning Officer, as contemplated above,
- b. the advertising restrictions were violated,
- c. the candidates' names were not listed in alphabetical order (last name, first name), or
- d. a candidate's name was misspelled on the voting link, ballot, or other document.

### **Action on Objections**

Any objection or minor objection must be presented to the Returning Officer within one hour of the election.

Where a valid objection exists, which could have altered the outcome of the election, the Returning Officer will advise the membership, or if the Convention is concluded, advise the Board of that determination.

In either instance, the Board will have the authority to overturn the elections to the extent controverted, and may appoint the new Director(s), as they see proper. This action will be made known to the membership as soon as it is made known to the Board by the Returning Officer.

### **Destruction of Voting Records**

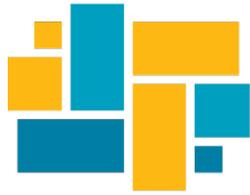
Voting records (electronic or paper) will be maintained in safekeeping for 90 days following the AGM, at which time the voting records will be destroyed.

# Appendix A

## Voting Classifications and Electoral Zones

Cities over 500,000			Cities up to 500,000		
Calgary Edmonton			Airdrie Beaumont Brooks Camrose Chestermere Cold Lake Fort Saskatchewan Grande Prairie Lacombe Leduc		Lethbridge Lloydminster Medicine Hat Mackenzie County Red Deer Regional Municipality of Wood Buffalo St. Albert Spruce Grove Strathcona County Wetaskiwin
Towns East	Towns West	Towns South	Villages East	Villages West	Villages South
Athabasca Bashaw Blackfalds Bon Accord Bonnyville Bruderheim Castor Coronation Daysland Elk Point Gibbons Hardisty Innisfail Killam Lac La Biche County Lamont Legal Millet Morinville Mundare Ponoka Provost Redwater Sedgewick Smoky Lake Stettler St. Paul Tofield Trochu Two Hills Vegreville Vermilion Viking Wainwright	Barrhead Beaverlodge Bentley Bowden Calmar Devon Drayton Valley Eckville Edson Fairview Falher Fox Creek Grimshaw High Level High Prairie Hinton Jasper Manning Mayerthorpe McLennan Onoway Peace River Penhold Rainbow Lake Rimbey Rocky Mountain House Sexsmith Slave Lake Spirit River Stony Plain Swan Hills Sylvan Lake Thorsby Valleyview Wembley Westlock Whitecourt	Banff Bassano Bow Island Canmore Cardston Carstairs Claresholm Coaldale Coalhurst Cochrane Crossfield Crowsnest Pass Diamond Valley Didsbury Drumheller Fort Macleod Hanna High River Improvement District No. 9 (Banff National Park) Irricana Magrath Milk River Nanton Nobleford Okotoks Olds Oyen Picture Butte Pincher Creek Raymond Redcliff Redwood Meadows Stavelly Strathmore Sundre Taber Three Hills Vauxhall Vulcan	Alliance Amisk Andrew Boyle Chauvin Chipman Clyde Consort Czar Edgerton Forestburg Glendon Heisler Holden Hughenden Innisfree Irma Kitscoty Lougheed Mannville Marwayne Myrnam Paradise Valley Ryley Veteran Vilna Waskatenau	Alberta Beach Alix Bawlf Berwyn Big Valley Bittern Lake Breton Clive Cremona Delburne Donalda Donnelly Edberg Elnora Girouxville Hay Lakes Hines Creek Nampa Rosalind Rycroft Spring Lake Warburg	Acme Arrowwood Barnwell Barons Beiseker Carbon Carmangay Champion Coutts Cowley Delia Duchess Empress Foremost Glenwood Hill Spring Hussar Kananaskis I.D. Linden Lomond Longview Milo Morrin Munson Rockyford Rosemary Standard Stirling Warner Youngstown

<b>Summer Villages</b>			
<i>All Summer Villages vote for the Summer Village Director and for the Vice-President Villages and Summer Villages</i>			
Argentia Beach	Half Moon Bay	Parkland Beach	Sunbreaker Cove
Betula Beach	Horseshoe Bay	Pelican Narrows	Sundance Beach
Birch Cove	Island Lake	Point Alison	Sunrise Beach
Birchcliff	Itaska Beach	Poplar Bay	Sunset Beach
Bondiss	Jarvis Bay	Rochon Sands	Sunset Point
Bonnyville Beach	Kapasiwin	Ross Haven	Val Quentin
Burnstick Lake	Lakeview	Sandy Beach	Waiparous
Castle Island	Larkspur	Seba Beach	West Baptiste
Crystal Springs	Ma-Me-O Beach	Silver Beach	West Cove
Ghost Lake	Nakamun Park	Silver Sands	White Sands
Golden Days	Norglenwold	South Baptiste	Yellowstone
Grandview	Norris Beach	South View	



# Alberta Municipalities Strength In Members

## Connect

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