



# AUMA Election Procedures Handbook

## 2020 AUMA Convention



WE ARE  
**economies**  
OF SCALE

WE ARE THE  
**support**  
YOU NEED

WE ARE THE  
**experts**  
IN MUNICIPALITIES

WE ARE YOUR  
**advocate**

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## Introduction

This handbook details the procedures for conducting elections at the AUMA Annual Convention. The handbook is intended to ensure the fair and consistent conduct of these elections by recording the procedures to be followed, rules, methods of voting, and forms to be used in compliance with AUMA Association Bylaws.

The major sections of this handbook are:

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

All election forms and supporting documents are included in the Appendices.

## Part I – General Provisions and Nominations

### Definitions

For the purposes of conducting elections at the AUMA Annual Convention:

- a. **“AGM”** means the Annual General Meeting.
- b. **“AUMA”** means the Alberta Urban Municipalities Association.
- c. **“Bylaws”** means the bylaws adopted and in effect for the AUMA.
- d. **“Board”** means the AUMA Board of Directors outlined in the bylaws.
- e. **“Chief Executive Officer”** means the Chief Executive Officer of the AUMA.
- f. **“Director”** means a person who is from time to time duly elected or appointed as a Director of the Association.
- g. **“Elected Official”** means a member of a municipal council, including a chief elected official.
- h. **“Electoral Zones”** means the areas of the province defined by the bylaws for the purpose of selecting Town and Village Directors. The three zones currently are known as: East, West, and South, and are divided along the 114<sup>th</sup> longitude (Fifth Meridian) and the 9th baseline (see *Appendix A*).
- i. **“Membership Classification”** means cities over 500,000 population; cities up to 500,000 population; towns; villages; and summer villages (see Bylaws, Article 3.04).
- j. **“Voting Delegate”** means a person eligible to vote at an election during an AUMA Annual Convention.
- k. **“Regular Membership”** means
  - i. any City, Town, Village, Summer Village, or Specialized Municipality which is a member of the Association; and
  - ii. after July 1, 2007, any successor municipality of a Regular Member referred to in the above, including any Municipal District or County if the Municipal District or County is the successor municipality thereof.
- l. **“Returning Officer”** means a person designated by the AUMA Board of Directors who shall be responsible for the fair and proper conduct of elections.

### General Provisions

Elections will be conducted according to Part II of this handbook.

The Returning Officer is appointed annually by the Board of Directors and is solely responsible for the conduct of AUMA 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).

With the exception of 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.

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

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

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 2020 Elections

### Nomination Deadline:

- Nomination papers for Director and Vice President positions must be received by the Returning Officer by 11:59 pm Thursday, September 17, 2020.
- Nomination papers will not be accepted after the deadline.

### Recording Candidate Addresses to Voting Delegates:

- Candidates must be available for a 30-minute timeslot on Monday, September 21, 2020 or Tuesday, September 22, 2020 to virtually pre-record their address to the voting delegates.

### Candidate Address to Voting Delegates:

- The nominated candidates will address the voting delegates via a pre-recorded video during the AGM on Thursday, September 24, 2020.
- Candidates nominated for Director and Vice President positions are encouraged to be available online or in person for the Returning Officer's Report during the AGM.

### Annual General Meeting:

- AUMA AGM will take place at approximately 10:50 a.m. on the morning of Thursday, September 24, 2020.

### Election of Directors:

- Elections of Directors will open at approximately 11:30 a.m. on Thursday, September 24, 2020 following the conclusion of candidate speeches and will close at approximately 8:00 a.m. on Friday, September 25, 2020.

### Election of Vice Presidents:

- Elections of Vice Presidents will open at approximately 9:05 a.m. on Friday, September 25, 2020 and will close at approximately 11:00 a.m. on Friday, September 25, 2020

### Results of Election:

- The Returning Officer will announce the results of the elections and introduce the 2020-21 AUMA Board of Directors on Friday, September 25, 2020 before the conclusion of Convention.

## Nominations

### Eligibility

The following persons are eligible for nominations:

- For Director positions: persons who are an elected official of a Regular Member in good standing in the relevant classification and have submitted nomination documents.

- For Vice-President positions: persons who have been elected as Directors for the relevant membership classification and have submitted nomination documents.

### **Nomination Documents**

All nominees must file a completed prescribed nomination paper for each position the nominee wishes to contest and include the corresponding nomination documents (*see Appendices for nomination papers*). For example, a nominee could file nomination papers for President, Director and Vice-President.

Nomination papers for all positions must be signed by two other elected representatives 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 Board Candidate Information Package. Nomination papers are available on the AUMA website and from the AUMA office.

In the event more than one elected representative 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**

AUMA ensures that the following information is made available to members:

- a. Biography – each candidate will 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 close of the Convention, the Returning Officer, after consulting with the Chief Executive Officer, will establish and announce a deadline time 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.

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.

## Candidates Presentation and Address to Voting Delegates

- Candidates must be available for a 30-minute timeslot on Monday, September 21, 2020 or Tuesday, September 22, 2020 to virtually pre-record their address to the voting delegates.
- Candidates running for a Director and Vice President position will record two videos.
- AUMA will provide a third-party audio-visual expert who will record the address.
- Each candidate will only receive one opportunity to record their address.
- A second recording will not be permitted unless a technical difficulty is confirmed by the audio-visual expert.
- AUMA will provide each candidate the same virtual backdrop to be used in their recording.
- A deputy returning officer will be present to ensure consistency and fairness of recordings for all candidates.

Each candidate's video will have the following length of 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

Where an election is required, Candidates are encouraged to be available online or in person at the time of the Returning Officer's report during the AGM.

Following the Returning Officer's report, the Returning Officer will draw for speaking order. Once the draw has been made, Candidates' videos will be played in that order.

## Responsibility of Officials

The responsibilities of the Returning Officer are to:

- a. establish and publish election procedures,
- b. appoint sufficient Deputy Returning Officers, Election Clerks, 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 videos,
- 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 responsibilities of a Deputy Returning Officer are to:

- a. assist the Returning Officer, as required.

**NB:** AUMA may enter into an agreement with the Local Government Administration Association (LGAA) for the naming of persons to serve as Deputy Returning Officers and Election Clerks 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 AUMA.

## Advertising

Candidates may begin to advertise at the start of the convention on Wednesday, September 23, 2020.

Advertising maybe done on personal platforms or on the chat section of the 2020 AUMA Convention page.

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

- a. using AUMA branding on campaign materials,
- b. advertising in any manner that contravenes any rules of the operator of the facility in which the election is being held.
- c. All Candidates are required to follow the AUMA Code of Conduct (see AUMA Online Convention Landing Page).

Where a person displays any form of advertising or promotion material not permitted, the Returning Officer may ask to have it removed.



## 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:

- Login credentials to vote;
- Instructions on how to vote; and
- 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 2020 elections will be conducted is:

- a. Director Cities up to 500,000 population
- b. Director Towns West
- c. Director Towns South
- d. Director Villages West
- e. Director Villages East
- f. Vice-President Cities up to 500,000 population
- g. Vice-President Towns
- h. Vice-President Villages and Summer Villages

### Time to Vote

Voting will open immediately after the candidates addresses to the voting delegates during the AGM.

Voting will remain open until 8:00 a.m. on Friday, September 25, 2020 for the Director positions.

Voting will begin at approximately 9:05 a.m. Friday, September 25, 2020 for the Vice-President positions.

### Individual Voting

There is neither advance voting nor proxy voting in any of the Convention elections. Each registered voting delegate must enter his or her 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 is to contact technical support.

Any AUMA employee who is providing the voting delegate with assistance will refer the delegate to technical support.

The technical support team can be contacted as follows:

JP Copeland	Election Manager	<a href="mailto:jp@dataonthespot.com">jp@dataonthespot.com</a>
Simon Li	Credentials Support	<a href="mailto:simon@dataonthespot.com">simon@dataonthespot.com</a>
Brandon Mwendo	Technical Support	<a href="mailto:brandon@dataonthespot.com">brandon@dataonthespot.com</a>

## Post Vote Procedures

### 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 Director 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 the tie.

The Returning Officer will then declare a second vote and will allow voting delegates sufficient time to cast their votes in 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.
- 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 in the event that the electronic 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 Chief Executive Officer 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 was used by a person other than the voting delegate to whom it was assigned,
- 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 surname was misspelled on the voting link 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.

## Appendix A – Electoral Zones

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 Black Diamond Bow Island Canmore Cardston Carstairs Claresholm Coaldale Coalhurst Cochrane Crossfield Crownsnest Pass 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 Stavely Strathmore Sundre Taber Three Hills Turner Valley Vauxhall Vulcan	Alliance Amisk Andrew Boyle Chauvin Chipman Clyde Consort Czar Dewberry Edgerton Forestburg Glendon Halkirk 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 Caroline Clive Delburne Donalda Donnelly Edberg Elnora Girouxville Hay Lakes Hines Creek Hythe Nampa Rosalind Rycroft Spring Lake Wabamun Warburg	Acme Arrowwood Barnwell Barons Beiseker Carbon Carmangay Cereal Champion Coutts Cowley Cremona Delia Duchess Empress Foremost Glenwood Hill Spring Hussar Linden Lomond Longview Milo Morrin Munson Rockyford Rosemary Standard Stirling Warner Youngstown
<b>Cities up to 500,000</b>				<b>Cities over 500,000</b>	<b>Summer Villages</b>
Airdrie Beaumont Brooks Camrose Chestermere Cold Lake Fort Saskatchewan Grande Prairie Lacombe Leduc		Lethbridge Lloydminster Medicine Hat MD of Mackenzie No. 23 Red Deer Regional Municipality of Wood Buffalo St. Albert Spruce Grove Strathcona County Wetaskiwin		Calgary Edmonton	<i>All Summer Villages vote for the Summer Village Director and for the Vice-President Villages and Summer Villages</i>

PART A – Nomination Paper for Board of Directors

We, the undersigned, duly nominate \_\_\_\_\_ of  
 \_\_\_\_\_  
 NAME  
 \_\_\_\_\_  
 MUNICIPALITY POSITION ON COUNCIL

as a candidate in the election to be held for a two-year term for the office of:

- Cities up to 500,000 Directors (one to be elected by Cities up to 500,000 voting delegates)
- Towns West Director (one to be elected by Towns West voting delegates)
- Towns South Director (one to be elected by Towns East voting delegates)
- Villages East Director (one to be elected by Villages East voting delegates)
- Villages West Director (one to be elected by Villages West voting delegates) \*

<b>NOMINATORS</b>		
To be signed by two (2) elected officials from AUMA member municipalities of the relevant classification. Should the signatories not be elected officials from AUMA member municipalities of the relevant classification, the nomination will be disqualified.		
_____ PRINT NAME	_____ SIGNATURE	_____ MUNICIPALITY
_____ PRINT NAME	_____ SIGNATURE	_____ MUNICIPALITY

**The candidate’s biography is included with this Nomination Paper (please check)**

**The nomination deadline is 11:59 pm Thursday, September 17, 2020**  
**Completed nomination documents are to be submitted by email to [ReturningOfficer@auma.ca](mailto:ReturningOfficer@auma.ca).**

PART B – Candidate’s Acceptance

CANDIDATE’S ACCEPTANCE		
CANDIDATE’S NAME	CANDIDATE’S SIGNATURE	CANDIDATE’S EMAIL
<p>By signing this form, I declare that:</p> <ol style="list-style-type: none"> <li>1. I am eligible to be elected to the office,</li> <li>2. I will carry out the duties and responsibilities of the office if elected,</li> <li>3. I will be bound by AUMA Policy BD010 – Board Member Ethics, Code of Conduct and Conflict of Interest and the disclosure provisions of Articles 8 and 9 of the AUMA Bylaws, and</li> <li><b>4. I authorize the AUMA to publish my biography in AUMA publications including, but not limited to, the AUMA website and Weekly Digest.</b></li> </ol>		

## Appendix C

### PART A – Nomination Paper for Vice-President

We, the undersigned, duly nominate \_\_\_\_\_ of  
 \_\_\_\_\_  
 NAME

\_\_\_\_\_  
 MUNICIPALITY

\_\_\_\_\_  
 POSITION ON COUNCIL

as a candidate in the election to be held for a one-year term of:

- Vice-President, Cities up to 500,000
- Vice President, Towns
- Vice-President, Villages and Summer Villages

#### NOMINATORS

To be signed by two (2) elected officials from AUMA member municipalities of the relevant classification. Should the signatories not be elected officials from AUMA member municipalities of the relevant classification, the nomination will be disqualified.

\_\_\_\_\_  
 PRINT NAME

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 MUNICIPALITY

\_\_\_\_\_  
 PRINT NAME

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 MUNICIPALITY

#### APPROVED BY MOTION OF COUNCIL

To be signed by the City Clerk/Municipal Secretary of the candidate's municipality confirming, through checking the minutes of Council, that the candidate's nomination has been approved.

\_\_\_\_\_  
 COUNCIL MEETING DATE

\_\_\_\_\_  
 MUNICIPALITY

\_\_\_\_\_  
 CITY CLERK/MUNICIPAL SECRETARY SIGNATURE

- The candidate's biography is included with this Nomination Paper (please check)**

**The nomination deadline is 11:59 pm Thursday, September 17, 2020**  
**Completed nomination documents are to be submitted by email to [ReturningOfficer@auma.ca](mailto:ReturningOfficer@auma.ca).**



PART B – Candidate’s Acceptance

<b>CANDIDATE’S ACCEPTANCE</b>		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> CANDIDATE’S NAME	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> CANDIDATE’S SIGNATURE	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> CANDIDATE’S EMAIL
<p>By signing this form, I declare that:</p> <ol style="list-style-type: none"> <li>1. I am eligible to be elected to the office,</li> <li>2. I will carry out the duties and responsibilities of the office if elected,</li> <li>3. I will be bound by AUMA Policy BD010 – Board Member Ethics, Code of Conduct and Conflict of Interest and the disclosure provisions of Articles 8 and 9 of the AUMA Bylaws, and</li> <li>4. I authorize the AUMA to publish my biography in AUMA publications including, but not limited to, the AUMA website and Weekly Digest.</li> </ol>		