

Elections Procedures Handbook



 **Alberta
Municipalities**
Strength
In Members

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Introduction

This handbook details the procedures for conducting elections at the Association's 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 the Association's Bylaws.

The major sections of this handbook are:

- PART I – General Provisions and Nominations;
- PART II – 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 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 2023 Association of Alberta Municipalities Convention.
- g. **“Director”** means a person who is from time to time duly elected or appointed as a Director of the Association.
- h. **“Elected Official”** means a member of a municipal council, including a chief elected official.
- i. **“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*).
- j. **“Handbook”** means this Handbook in place for the Convention.
- 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.

Capitalized terms used in this Handbook and not otherwise defined shall have the meaning given to them in the Bylaws.

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 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.

NB: 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 2023 Elections

Nomination Deadline:

- Nomination papers for President, Director and Vice President positions must be received by the Returning Officer by 11:59 pm Thursday, September 21, 2023.
- Nomination papers will not be accepted after the deadline.

Election of President

- The election of President will take place the morning of Friday, September 29, 2023 during the Annual General Meeting.

Election of Directors:

- The election of Directors will take place the morning of Friday, September 29, 2023 during the Annual General Meeting, and following the election of the President.

Election of Vice Presidents:

- The election of Vice Presidents will take place the morning of Friday, September 29, 2023 following the election and communication of the Directors.

Results of Elections:

- The Returning Officer will announce the results of the elections and introduce the 2023-2024 Board of Directors on Friday, September 29, 2023, before the conclusion of Convention.

Nominations

Eligibility

The following persons are eligible for nominations:

- For Director and President 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 (*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 Association's website and from the Association's 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

The Association ensures that the following information is made available to Regular 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 CEO, 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.

Candidate Presentation and Address

Where an election is required, candidates will be asked to be at the front of the Convention Hall at the time of 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 experiences an unforeseen event and is not able to attend the AGM in person, the candidate may, at the discretion of the Returning Officer, address voting delegates via video conference.

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 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 responsibility of 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 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 Association.

On Site Election Advertising

Candidates may begin to advertise their candidacy on site at the start of the convention on Wednesday, September 27, 2023.

Candidates are permitted to advertise 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;
- c. advertising inside any rooms where official or business sessions of the Convention occur; or
- 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 (see Online Convention Landing Page).

Where a person displays any form of advertising 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 (see Online Convention Landing Page).

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 2023 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. Director(s) Summer Villages;
- f. Any Director by-election required;
- g. Any other elections that may be required;
- h. Vice-President Cities up to 500,000 population;
- i. Vice-President Towns; and
- j. Vice-President Villages and Summer Villages.

Time to Vote

Voting will follow immediately after the candidate addresses. 60 seconds will be allowed for each vote.

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 Association 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:

Email Support: Credentials@dataonthespot.com
Toll-free voting support: 1.833.368.7123
Election Manager: Brandon Mwendo
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 the 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 sufficient time 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;
- 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, 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.

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

Electoral Zones

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

Appendix B

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"> 1. I am eligible to be elected to the office, 2. I will carry out the duties and responsibilities of the office if elected, 3. I will be bound by the Association’s Policy BD010 – Board Member Ethics, Code of Conduct and Conflict of Interest and the disclosure provisions of Articles 8 and 9 of the Association’s Bylaws, and 4. I authorize the Association to publish my biography in Association publications including, but not limited to, the Association’s website and The Weekly. 		

Please check one of the following:

- I will be attending the Convention in-person
- I will be attending the Convention virtually

Appendix C

Part A – Nomination Paper for President

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 President.

NOMINATORS

To be signed by two (2) elected officials from Association member municipalities of the relevant classification. Should the signatories not be elected officials from Association 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
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The candidate's biography is included with this Nomination Paper (please check)

The nomination deadline is 11:59 p.m., Thursday, September 21, 2023
 Completed nomination documents are to be submitted by email to ReturningOfficer@abmunis.ca.

Appendix C

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"> 1. I am eligible to be elected to the office, 2. I will carry out the duties and responsibilities of the office if elected, 3. I will be bound by the Association’s Policy BD010 – Board Member Ethics, Code of Conduct and Conflict of Interest and the disclosure provisions of Articles 8 and 9 of the Association’s Bylaws, and 4. I authorize the Association to publish my biography in Association publications including, but not limited to, the Association’s website and The Weekly. 		

Please check one of the following:

- I will be attending the Convention in-person
- I will be attending the Convention virtually

Appendix D

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 Association member municipalities of the relevant classification. Should the signatories not be elected officials from Association 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
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The candidate’s biography is included with this Nomination Paper (please check)

The nomination deadline is 11:59 p.m., Thursday, September 21, 2023

Completed nomination documents are to be submitted by email to ReturningOfficer@abmunis.ca.

Appendix D

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"> 1. I am eligible to be elected to the office, 2. I will carry out the duties and responsibilities of the office if elected, 3. I will be bound by the Association’s Policy BD010 – Board Member Ethics, Code of Conduct and Conflict of Interest and the disclosure provisions of Articles 8 and 9 of the Association’s Bylaws, and 4. I authorize the Association to publish my biography in Association publications including, but not limited to, the Association’s website and The Weekly. 		

Please check one of the following:

- I will be attending the Convention in-person
- I will be attending the Convention virtually



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