



## NSFM Elections Policy

1. **This Policy is entitled the "Elections Policy".**
2. **Nominations Committee**
  - a) The President shall appoint a Nominations Committee comprised of the Past-President, as Chair, and three (3) Elected Municipal Officials from three (3) different Electoral Regions.
  - b) When making appointments to the Nominations Committee, the President will give preference to members of the Board.
  - c) The Chief Executive Officer (CEO) or staff designate shall serve as Secretary to the Nominations Committee.
  - d) If for any reason the Chair is unable to so act, the Committee shall name one (1) of its members to act as Chair.
  - e) Before a person serves as a member of the Nominations Committee, that person shall deliver to the CEO a written statement that the person will not accept a nomination for the year in which the person serves as a member of the Nominations Committee.
  - f) In the last week of August each year, the Nominations Committee shall distribute a request to all Elected Municipal Officials to provide nominations for all positions that will be up for election in that year.
  - g) The invitation for nominations referred to in subsection 2 f) shall include the deadline for nominations, instructions on how to make a nomination in accordance with subsections 5 b), c), d) and e), and the dates of the voting period.
  - h) In a municipal election year, the NSFM Executive shall act as the Nominations Committee with the Past President serving as Chair. The Executive shall determine the date when the Nominations Committee Report is circulated to the membership. In a municipal election year, nominations can be submitted following municipal elections and on a date selected by the Executive.
  - i) The voting period, during which Elected Municipal Officials may cast their votes, shall be no less than two business days.

### **3. Elected Positions on the Board of Directors**

- a) To fill the elected positions on the NSFM Board of Directors, elections will take place in the fall of each year.
- b) The President and Vice-President will be elected at-large by Elected Municipal Officials for a one (1) year term or until their successors are elected.
- c) Regional Representatives from each Electoral Region will be elected by Elected Municipal Officials from that Electoral Region for a two (2) year term or until their successors are elected.
- d) The NSFM Electoral Regions are 1) the Cape Breton-Strait region, 2) the Colchester-Cumberland-Pictou-East Hants region, 3) the Valley region, 4) the Southwestern Shore region, 5) the South Shore region, 6) Halifax Regional Municipality, and 7) Cape Breton Regional Municipality.
- e) The Member Units in each Electoral Region are listed in Appendix A of this Policy.
- f) All Elected Municipal Officials may be nominated for the position of President, Vice-President, or Regional Representative.
- g) An Elected Municipal Official shall only be nominated to be Regional Representative of the Electoral Region in which the Member Unit that they are elected to is located.
- h) An Elected Municipal Official shall only run for one position in each election.
- i) Multiple Elected Municipal Officials from the same Member Unit may be nominated. However, in accordance with subsection 6 i), only one Elected Municipal Official from that Member Unit shall be elected as a Regional Representative.

### **4. Nominations Committee Deliverables**

- a) The Chair of the Nominations Committee shall distribute to all members:
  - i. invitations for nominations in accordance with subsection 2 f);
  - ii. the nominations report in accordance with subsection 4 b);
  - iii. guidance on where Elected Municipal Officials can find information on all nominees running for election in accordance with subsection 5 g);
  - iv. guidance for Elected Municipal Officials on how to vote; and

- v. election results in accordance with subsection 6 q).
- b) The nomination report shall include:
  - i. the date that the invitation for nominations was sent out;
  - ii. the deadline for nominations;
  - iii. all members of the Nominations Committee;
  - iv. a list of all nominations received in accordance with Section 5;
  - v. a list of all contested positions for which an election will be held; and
  - vi. the days upon which ballots can be cast in each Electoral Region.
- c) The Nominations Committee report shall be circulated to all Elected Municipal Officials and CAOs twenty-one (21) calendar days in advance of the last day of voting.

## **5. Nominations and Nominee Information**

- a) Subject to subsections 3 g), 5 (b), (c), (d), and (e), any Elected Municipal Official may nominate another Elected Municipal Official for a position on the NSF Board of Directors.
- b) In the case of a Regional Representative, Elected Municipal Officials making a nomination must be from the same Electoral Region as the nominee.
- c) Any such nomination shall only be received by the Chair if notice of such nomination in writing has been given to the Chair at least one (1) week prior to when the report of the Nominations Committee is to be presented to the membership.
- d) Such notice of nomination shall be signed by the Elected Municipal Official proposing the nomination and by an Elected Municipal Official, other than the one who is being nominated, seconding such nomination.
- e) Such nomination shall be accompanied by the consent in writing of the nominee indicating their intention to run and serve if elected and a statement confirming the Member Unit that the candidate represents.
- f) In the event that more eligible nominations are received for a specific position than there are positions of that type open for election, there will be an election.

- g) If an election is to be held, the Nominations Committee will provide a minimum level of exposure for each nominee using a website. Other events and platforms may be utilized.
- h) Nominees are free to communicate with all Member Units.

## **6. Election Process**

- a) The procedure for voting may be an online system or a physical polling station arrangement with polling stations located in a way that is reasonably accessible by all Elected Municipal Officials.
- b) When a vote is required to elect a member of the Board, the vote shall be by secret ballot, and the Chair may appoint an appropriate number of scrutineers to count the votes. The CEO or designate shall prepare and distribute appropriate ballots as required.
- c) An online voting system will be used as the default approach for conducting elections to the Board. Member Units can request that a physical polling station be arranged if an online voting system is not practical or accessible for that Member Unit. Such requests will be considered and approved by the Board of Directors.
- d) Elected Municipal Officials shall only vote in elections taking place in the Electoral Region in which the Member Unit that they are elected to is located.
- e) Each Elected Municipal Official may vote for one nominee for President, one nominee for Vice-President, and two different Regional Representative nominees in their Electoral Region.
- f) An Elected Municipal Official shall cast their own vote within their own Municipal Unit and cannot vote by proxy.
- g) After an Elected Municipal Official has cast their ballot they shall attest to the fact that they have cast their ballot.
- h) When a vote is taken for Board positions, the nominee receiving the most votes for an available position shall be declared elected.
- i) Notwithstanding subsection 6 h), Regional Representatives on the Board must be from different Member Units.
- j) Pursuant to subsection 6 i), if nominees receiving the most votes for Regional Representative positions are from the same Member Unit, the nominee receiving

the most votes and the nominee from a different Member Unit receiving the most votes shall be declared elected.

- k) Pursuant to the subsection 6 i), if a Member Unit is already represented on the Board by a Regional Representative, the nominee from a different Member Unit receiving the most votes shall be declared elected.
- l) If all nominees for Regional Representative of an Electoral Region are from the same Member Unit as each other or one already represented on the Board, subsection 6 h) prevails.
- m) For clarity, subsection 6 i) does not apply to the Halifax Regional Municipality Electoral Region or the Cape Breton Regional Municipality Electoral Region.
- n) If a tied vote interferes with the fulfillment of 6 h), a second vote involving only the nominees who tied will take place.
- o) In all Electoral Regions and Municipal Units that have two (2) Regional Representatives, the terms of Regional Representatives will be staggered so that one (1) is elected each year. In elections in which both Regional Representatives in an Electoral Region or Municipal Unit need to be elected, the Regional Representative nominee receiving the second most votes, will serve a one (1) year term.
- p) Quorum for the Board of Directors election is twenty-five (25) eligible voters.
- q) The Chair shall announce the result of all votes at the NSFM fall Annual Conference, but shall not announce the number of votes cast for any nominee.
- r) Ballots cast and digital records thereof shall be destroyed sixty (60) days after the election results have been announced.

## **7. By-election to Fill Vacancies**

- a) If the regular nomination process leaves any Board position vacant, the President may appoint an ad-hoc committee to oversee a by-election to fill these vacancies after the regular election process has concluded.
- b) The composition of an ad-hoc By-election Committee shall be the same as the regular Nominations Committee as stated in section 2 a) of this Policy.
- c) For clarity, ad-hoc By-election Committees are not subject to subsection 2 e) of this Policy.

- d) An ad-hoc By-election Committee shall issue a Call for Nominations to fill the vacant Board positions featuring all information stated in subsection 2 g) of this Policy no later than two (2) months after committee members have been appointed.
- e) Nominations for a by-election are subject to section 5 of this Policy.
- f) Nominations for a by-election shall be accepted by the Chair for no less than fourteen (14) calendar days.
- g) The ad-hoc By-election Committee shall issue a Nominations Report fourteen (14) calendar days prior to the last day of the voting period, featuring all information stated in subsection 4 b) of this Policy.
- h) By-elections are subject to subsections 6 a) through 6 n) of this Policy.
- i) The Chair of the ad hoc By-election Committee will cause the by-election results to be announced to the membership no later than two (2) weeks following the last day of the by-election voting period.
- j) Ballots cast and digital records thereof arising from a by-election shall be disposed of in accordance with subsection 6 r) of this Policy.
- k) If Board positions remain vacant following a by-election, the Board may fill these vacancies by appointment as provided for in the By-laws, subsection 5.10 c).

## **8. Date of Approval**

- Approved on November 6, 2014
- Revised September 23, 2016
- Revised June 16, 2017
- Revised April 4, 2023
- Revised October 4, 2023
- Revised November 7, 2023

**Cape Breton-Strait Region**

- District of St. Mary's
- District of Guysborough
- County of Inverness
- County of Richmond
- County of Victoria
- County of Antigonish
- Town of Antigonish
- Town of Port Hawkesbury
- Town of Mulgrave

**South Shore Region**

- Region of Queens Municipality
- District of Chester
- District of Lunenburg
- Town of Bridgewater
- Town of Mahone Bay
- Town of Lunenburg

**Colchester/Cumberland/Pictou/East Hants Region**

- County of Colchester
- County of Cumberland
- County of Pictou
- District of East Hants
- Town of Amherst
- Town of New Glasgow
- Town of Oxford
- Town of Pictou
- Town of Stellarton
- Town of Trenton
- Town of Truro
- Town of Stewiacke
- Town of Westville

**Cape Breton Regional Municipality**

- Cape Breton Regional Municipality

**Valley Region**

- West Hants Regional Municipality
- County of Kings
- County of Annapolis
- Town of Annapolis Royal
- Town of Berwick
- Town of Kentville
- Town of Middleton
- Town of Wolfville

**Halifax Regional Municipality**

- Halifax Regional Municipality

**Southwestern Shore Region**

- District of Argyle
- District of Barrington
- District of Clare
- District of Digby
- District of Shelburne
- District of Yarmouth
- Town of Yarmouth
- Town of Digby
- Town of Clark's Harbour
- Town of Shelburne
- Town of Lockeport