



NOVA SCOTIA  
FEDERATION OF  
MUNICIPALITIES

## **NSFM Elections Policy**

- 1. This Policy is entitled the "NSFM Elections Policy".**
- 2. Nominations Committee**
  - a) The President shall appoint a Nominations Committee comprised of the Past-President, as Chair, and three (3) members, one (1) each from a regional municipality, a rural municipality, and a town.
  - b) The Nominations Committee report shall be circulated to all mayors, wardens, councillors and CAO's within thirty (30) days of the Annual Conference.
  - c) The Executive Director or staff designate shall serve as Secretary to the Committee on Nominations.
  - d) Before a person serves as a member of the Nominations Committee, that person shall deliver to the Executive Director a written statement that the person will not accept a nomination as an officer for the year in which the person serves as a member of the Committee on Nominations.
  - e) The Nominations Committee shall include a timely request to member units to provide suggested nominations.
  - f) 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 the election based on a date selected by the Executive.
- 3. Election of Officers**
  - a) The President and Vice-President will be elected at large at the NSFM Annual Conference for a one-year term or until their successors are elected.
  - b) Election of Officers shall rotate on an annual election cycle. During each cycle, the positions of President, Vice President and Past President will each be filled by members representing towns, rural municipalities and regional municipalities.

- c) In 2014-15, the President shall be from a rural municipality, the Vice President from a regional municipality and the Past President from a Town. In 2015-16, the President shall be from a regional municipality, the Vice President from a town and the Past President from a rural municipality. In 2016-17, the President shall be from a town, the Vice President from a rural municipality and the Past President from a regional municipality. This cycle will continue in the previously described order.
- d) A person shall be eligible to serve as President, Vice President and Past President only while that person is a serving elected member of a council of a member unit.
- e) The Chair of the Nominations Committee shall act as Chair at all sessions of the Annual Conference at which an election of officers takes place.
- f) If for any reason the Chair is unable to so act, the Committee shall name one (1) of its members to act as Chair.
- g) The Chair shall present the report of the Committee to the Annual Conference and move its adoption.
  - i. After the report of the committee has been duly presented, the Chair shall advise the annual conference whether one or more nominations have been submitted in writing prior to commencement to the meeting to elect the officers.
  - ii. If the Chair advises that no written nominations were received prior to the commencement of the meeting to elect officers at the annual conference, the Chair shall declare the nominees of the committee duly elected to the positions identified in the committee's report.
  - iii. If one or more nominations were submitted in writing prior to the commencement of the meeting to elect officers at the annual conference, the Chair shall call for nominations from the floor for those persons who have been nominated in writing prior to the commencement of the meeting to elect officers.
  - iv. The Chair shall only call for nominations from the floor for positions in respect of which written nominations were received prior to the commencement of the meeting to elect officers.
  - v. If a written nomination was received for one position and not the other, the Chair shall declare the nominee of the committee duly elected to the nominated position in respect of which no written nomination was received.

- vi. If a written nomination was received for any position the Chair shall call the nomination from the floor for the positions in respect to which nominations were received in the following order: President and Vice-President.
- vii. The Chair shall then conduct a vote for each position before proceeding to the election of the next position.
  - h) Subject to subsections 3 (i), (j), (k), and (l), any voting delegate may make a nomination for the position of an officer.
  - i) 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 fifteen days prior to when the report of the Committee is to be presented to the membership.
  - j) Such notice of nomination shall be signed by the voting delegate proposing to present the nomination and by a voting delegate seconding such nomination.
  - k) Such nomination shall be accompanied by the consent in writing of the nominee indicating his intention to run and serve if elected and a statement confirming the member unit that the candidate represents.
  - l) Such nomination shall only be in order if the member represents a member unit of the classification of units, which according to the rotation as set out in Section 3(c), is to hold that officer's position.
  - m) The Chair shall permit the mover and seconder of any nomination so received to move and second the nomination from the floor, and when so moved an election shall be held for the appropriate position or positions as officer.
  - n) When a vote is taken for the position of an officer, the person receiving the most votes given shall be declared elected.
  - o) When a vote is required to elect an officer the vote shall be by secret ballot, and the Chair shall appoint an appropriate number of scrutineers to count the votes. The Executive Director or designate shall prepare and distribute appropriate ballots as required.
  - p) If an election is held for the position of officer, the candidates for each position shall each be entitled to address the delegates for not more than three (3) minutes.
  - q) The Chair shall announce the result of any vote, but shall not announce the number of votes cast for any candidate.
  - r) After the vote has been announced, the ballots shall be destroyed.

#### **4. Election of Caucus Members**

- a) Each caucus shall, at the Annual Conference, first elect a Chair then two (2) representatives to the Board of Directors. The term of office is one (1) year and the Chair may be elected for one (1) further consecutive term. The term of office for a representative to the Board of Directors is two (2) years, and the representative may be elected for one (1) further consecutive term.
- b) Nominations duly moved and seconded shall be accepted from the floor of a caucus meeting. It is noted that prior notice of a nomination is not required at the caucus level.
- c) Any voting delegate may make a nomination. Such voting delegate must be a representative of the same caucus for which nominations are being called.
- d) The person nominated must advise the Chair, either in person at the meeting, or in writing, of the intention to accept the nomination and to serve if elected.
- e) Nominated candidates must be serving elected members of a council of a member unit from the relevant caucus.
- f) The Chair shall appoint sufficient scrutineers to supervise the election.
- g) The Chair shall advise the meeting of the names of the scrutineers and in the event of any objection to any of the scrutineers, the appointment of the scrutineer against whom an objection has been made shall be by a vote of the meeting, by show of hands.
- h) The scrutineers shall be responsible for distributing ballots to the voting delegates, collecting ballots, ascertaining if any ballots are invalid, and reporting to the Chair the total number of ballots cast, the number of spoiled ballots, and the number of ballots cast for each candidate for election.
- i) In the event of an election, the voting shall take place by secret ballot.
- j) Voting delegates will be asked to clearly mark the ballot with the name sufficient to identify the person for whom they have cast their vote.
- k) The candidate or candidates receiving the most votes will be declared elected.
- l) The scrutineers shall sign a document attesting that they have counted the ballots, have observed the procedures and have found all to be in order.

- m) The Chair of the meeting shall be the current Chair of the Caucus.
- n) The Chair is entitled to a vote.
- o) If there is no caucus Chair, the meeting shall be chaired by one of the caucus representatives, as approved by majority vote.
- p) If the Chair is nominated for re-election to a second term, he or she shall relinquish the Chair for that portion of the meeting dealing with the election.
- q) If the Acting Chair as nominated by the caucus is not confirmed by a majority vote of the meeting, another Acting Chair shall be nominated and approval of the meeting sought until a Chair which is acceptable to the meeting is chosen.
- r) The Chair, or Acting Chair, as the case may be, shall have the authority to interpret and make procedural rulings with respect to and in accordance with these procedural guidelines.
- s) When the results of the voting are received, the Chair shall announce the name of the successful candidate, but shall not announce the number of votes cast for any candidate.
- t) The Chair shall report to the NSFМ office the names of the newly elected caucus Chair and caucus representatives to the Board of Directors.

## **5. Date of Approval**

- Approved on November 6, 2014
- Revised September 23, 2016
- Revised June 16, 2017