

## **Peterborough Co-operative Homes Inc. - Election Procedures**

1. A Board representative will recap the qualifications for the position of Directors:
  - (a) must be 18 years of age or older
  - (b) must be a member of Peterborough Co-op
  - (c) must not be in default under the by-laws and the Occupancy Agreement
  - (d) must not be in an 'undischarged bankruptcy' situation or mentally incompetent
2. The Board rep will declare the nominations OPEN and will ask for names to be considered. The rep will ask for nominations three (3) times and when there are no more forthcoming, will declare the nominations CLOSED.
3. The Board rep will ask the nominees, in reverse order, if they are willing to accept their nominations. Nominees must accept their nomination in person, or in writing, prior to the vote.
4. The Board rep will provide each accepting nominee with two (2) minutes each to present their views to the general members, should they wish to do so.
5. The Board rep will ask for volunteers for Tylers (to secure the doors during voting), and for two Scrutineers (to count the ballots). The Board rep will ask for a motion to approve the Tylers and the Scrutineers.
6. The Board rep will ask the Tylers to secure the doors and the Scrutineers to distribute, and then to collect the ballots. No one may enter or leave the room once the voting process begins.

The ballots must include the co-op name, and numbered lines representing the number of Directors to be elected. Elections are to be held by secret ballot - one member, one vote. According to the Co-operative Corporations Act, under which we are governed, in order for a ballot to be valid, the number of votes on it must be equal to the number of positions being elected, with each candidate receiving no more than one vote per ballot. A ballot will be considered spoiled and therefore will not be counted if it does not comply with these rules.
7. Once the Scrutineers have collected all the ballots, they will leave the room to count the votes. During this time, the co-op will deal with other business on the agenda. When the Scrutineers return, the results of the election will be given to the meeting Chairperson.
8. The Chairperson will announce the winners, but not the number of votes each candidate received. The candidates with the greatest number of votes will be elected to the longest terms of office. In the event of a tie for the final position on the Board, a second election will be held immediately involving the candidates receiving the same number of votes for the position.

There will be an immediate recount of the ballots at the request of any member.

In the event that there are fewer nominees than there are positions available, the nominees shall be declared to be 'acclaimed' to the Board.

Following the election, the Chairperson will ask for the following motion : ***I make a motion to seal the ballot box and to destroy the ballots within 48 hours of tonight's meeting.***