

Nominations and Elections of Chair/Vice Chair - Committees

Purpose

1. To provide procedures for nominating and electing the Chair and Vice Chair positions for committees of Council.

Background

2. Each year following the start of annual Council terms on committees, a Chair and Vice Chair will be elected to all committees, save and except the Committee of Adjustment.
3. Committee of Adjustment members nominate and elect a Chair and Vice Chair at the beginning of their term, which coincides with the term of Council. The Chair and Vice Chair remain the same for the term of the committee.
4. A Council member shall serve as Chair and Vice Chair on all Standing Committees.
5. A council member may serve as Chair of a committee for two (2) consecutive years after which the Council member is not eligible to serve as Chair of the said committee for one (1) year.

Scope

6. Applies to Standing, Advisory and Ad hoc committees of Council as well as the Committee of Adjustment.

Procedure

7. Staff chair the meeting to conduct the election of the Chair position.
8. Staff announce that the floor is open for nominations and call for nominations for Chair. The Chair must be a Councillor except for the Committee of Adjustment and Advisory Committees.

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9. Members state "I nominate _____ for the position of Chair." A seconder is not required for the nomination to stand.
10. Staff ask the nominee if they will accept the nomination.
11. Staff then ask if there are any further nominations.
12. When there are no further nominations, staff declare the nominations closed.
13. Where there is only one nominee, that member is acclaimed to the Chair position.
14. Where an election is required, members may only vote once. Staff will ask for a show of hands in favour of the first member nominated. If there is a majority of the members present, that member is declared the Chair.
15. Where there is not a majority, staff will ask for a show of hands in favour of the second member nominated and so forth until there is a majority.
16. Where all nominated members have been voted on and there is no majority, the nominated member with the highest number of votes is declared the Chair.
17. Where there is a tie for the highest number of votes, the names of the tied nominees are placed into a 'hat' and one name is drawn – the member whose name is drawn is declared the Chair.
18. Where no members accept a nomination, all committee members' names are placed into a 'hat' and one name is drawn – the member whose name is drawn is declared the Chair.
19. The Chair assumes the position immediately and repeats the process to nominate/elect a Vice Chair. The Vice Chair must be a Councillor except for the Committee of Adjustment.
20. If a Chair or Vice Chair resigns before the end of their term the process is repeated.

References and Additional Information:

21. By-law 2018-018 – Procedural By-law

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Revision History:

Staff Authority	Date
City Clerk	January 2018
City Clerk	February 2018