

**Nominations and Elections of
Chair and Vice Chair - Committees**

Lead Division: Clerks

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. This procedure applies to Standing, Advisory, and Ad Hoc Committees of Council as identified in the Board and Committee By-law as well as the Committee of Adjustment.

Definitions

7. For the purposes of this procedure,
"Ad Hoc Committee" means an ad hoc committee as identified in the City's Board and Committee By-law;
"Advisory Committee" means an advisory committee as identified in the City's Board and Committee By-law;
"Chair" means the chair of a committee;

“City” means the City of Owen Sound, and a reference to the City is a reference to the geographical area or The Corporation of the City of Owen Sound as the context requires;

“Clerk” means the City Clerk and includes the position of Recording Secretary for a committee, where applicable;

“Council” means the Council for the City;

“Member” means an individual appointed to a committee as identified in the City’s Board and Committee By-law;

“Standing Committee” means a standing committee as identified in the City’s Board and Committee By-law; and

“Vice Chair” means the Vice Chair of a committee.

Procedure

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8. Staff chair the meeting to conduct the election of the Chair position.
9. Staff announce that the floor is open for nominations and call for nominations for Chair. The Chair must be a Councillor for all Standing Committees.
10. Members state “I nominate _____ for the position of Chair.” A seconder is not required for the nomination to stand.
11. Staff ask the nominee if they will accept the nomination.
12. Staff then ask if there are any further nominations.
13. When there are no further nominations, staff declare the nominations closed.
14. Where there is only one nominee, that member is acclaimed to the Chair position.
15. 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 and record the number of votes received. If that nominee receives a majority vote of the members present, that nominee is declared the Chair.
16. Where there is not a majority vote for the first member nominated, staff will ask for a show of hands in favour of the second member nominated and so forth until one member receives a majority vote.
17. Where all nominated members have been voted on and no member receives a majority vote, the nominated member with the highest number of votes is declared the Chair.

18. Where there is a tie for the highest number of votes, the names of the tied nominees are placed into a 'hat' or like receptacle by the Clerk and one name is drawn by the Clerk. The member whose name is drawn is declared the Chair.
19. Where no members accept a nomination, the names of all eligible members are placed into a 'hat' or like receptacle by the Clerk and one name is drawn by the Clerk. The member whose name is drawn is declared the Chair.
20. The Chair assumes the position immediately and repeats the process to nominate/elect a Vice Chair. The Vice Chair must be a Councillor for all Standing Committees.
21. If a Chair or Vice Chair resigns before the end of their term, the process is repeated.

Procedure Review

22. The City Clerk will review and update this procedure as needed to ensure it reflects current business processes.

References and Additional Information

Internal

23. [Board and Committee By-law](#)
24. [Procedural By-law](#)

External

25. N/A

Appendices

26. N/A

Revision History

Staff Authority	Date	Description of Amendment
City Clerk	2018-01-01	
City Clerk	2018-02-01	
City Clerk	2024-05-09	Formatted to new template including the addition of standard definitions.