
Recommended Agenda For Conducting Community Election Meetings

(In case of discrepancies - *The Municipalities Act* shall prevail)

The Chairperson will “Call Meeting To Order”. The Council will have appointed the Returning Officer to run the election portion of the meeting and the Returning Officer will then appoint a Poll Clerk. The Returning Officer will then ask and appoint two qualified electors in attendance to act as scrutinizers.

The Chairperson shall witness the signature of the Returning Officer on Form 5 (Oath of Returning Officer) and the Returning Officer will witness the signature of the Poll Clerk on Form 6 (Oath of a Poll Clerk).

The **Returning Officer** now chairs the election portion of the meeting. It is recommended that the Returning Officer check off (✓) each as completed.

- The Returning Officer should now place the election materials, ballots and ballot boxes on the desk for full display.
- The Returning Officer announces that each person attending tonight’s election meeting who is a qualified elector is invited to sign the attendance sheet when entering the hall. Returning Officer asks aloud: “**Has everyone signed the registration sheet and if not, please do so now.**”
- Display the ballot box, illustrate to those in attendance that the ballot box is empty and then seal the ballot box. Note: If electing **both** a Chairperson and Councillor(s) during the meeting there should be two ballot boxes . . . one for Chairperson ballots and one for Councillor ballots. Also ensure that the election for the Chairperson position is completed **prior** to the election for the Councillor(s) position(s).
- Prior to voting the Returning Officer should announce that anyone attending the meeting who wants to vote must be a qualified elector and that he or she may be challenged prior to the voting process to ensure that he or she meets the qualifications of electors. The challenge must be made directly to the Returning Officer and the Returning Officer will then ask the elector the three qualification questions and if the elector answers “yes” to all three questions, the elector is then asked to read and sign Form 8 (Oath of Challenged Elector). If the elector meets the qualifications, the elector’s ballot will then be deposited into the ballot box with all the other ballots.

First Election is for the Position of Chairperson

- Our community requires the Chairperson position be filled. The *Municipalities Act* states in section 15.1 (b) that every municipality shall have a council consisting of:
(b) in the case of a community, a chairman and not fewer than three or more than six councillors, elected in accordance with sections 48 and 50.

- Review qualifications for Chairperson: Qualifications as described in the *Municipalities Act* section 15 (4):
 1. **not less than 18 years of age;**
 2. **a Canadian citizen; and**
 3. **resident (name of your community) for one year preceding the date of nomination.**

- Review the qualification of Electors: Qualifications as described in the *Municipalities Act* section 47 (1):
 1. **not less than 18 years of age;**
 2. **a Canadian citizen; and**
 3. **resident (name of your community) for a period of six months preceding the date of the election.**

- Each person nominated must be nominated by two qualified electors and the nominated candidate and persons nominating (two qualified electors) must complete and sign **Form 2** (Nomination Paper). This completed Form 2 is to be given to the Administrator once the election process is completed.

- To close the “Call for Nominations”, the Returning Officer will call out loud three times (taken from *Robert’s Rules of Order*) the following: **“Are there any other nominations?”**

- Once completed, the Returning Officer will announce the following out loud to those in attendance that: **“The Call for Nominations is now closed.”**

- If only one candidate is nominated then that person shall be declared elected by acclamation.

- If more than one candidate is nominated then there shall be an election for the position of chairperson.

- If the position of Chairperson is elected by acclamation, then the Returning Officer will complete Form 11 (Oath of Returning Officer After The Closing of the Poll) stating the name of the candidate and writing in that this person was elected by acclamation, then proceed to the election of the position(s) of councillor(s).

- If an election is required for the position of Chairperson then the Returning Officer should alphabetically list the names of the nominated candidates and post at the front of the hall for all to see. (Candidates' names should be listed alphabetically by last name first and then first name.)
- Explain voting Procedure: (BLANK BALLOTS)
- Each qualified elector must register with the Returning Officer and if qualified be given a ballot with one blank line to privately write in the name of the candidate for whom they wish to vote for position of Chairperson(as per the registration sheet).
- Remember: A valid ballot for the one position of Chairperson must have only one nominated candidate's name, otherwise it will be considered a spoiled ballot.
- The voting process will cease once all residents attending the election meeting have had an opportunity to cast their votes (last person in attendance has voted) and then the "Close of Poll" will be announced out loud by the Returning Officer.
- Once all qualified electors attending the meeting have voted (regardless of when they arrived during the meeting provided that they are qualified residents and have signed the registration sheet), the Returning Officer must make an announcement declaring that everyone has voted.
- Next, the Returning officer will announce the Close of Poll (that voting has officially ended) and then the Returning Officer and the Poll Clerk, along with the two scrutinizers will count the ballots and announce the count listing of all of the candidates' names. The total number of votes cast for the successful candidate will be announced first, followed by the names and number of votes cast for the unsuccessful candidates.

Note: Any unsuccessful candidate who had nominated for the position of Chairperson may now offer his or her name for the position of Councillor (see Second Election for the position(s) of Councillor(s).)

- The Returning Officer will complete Form 13 (Return After A Poll Has Been Taken) and it will be signed by the Returning Officer, Poll Clerk and the two scrutinizers and a copy and will be later deposited with the Administrator.

Second Election is for the Position(s) of Councillor(s):

- Our community requires the Chairperson position be filled. The *Municipalities Act* states in section 15.1 (b) that every municipality shall have a council consisting of:
(b) in the case of a community, a chairman and not fewer than three or more than six councillors, elected in accordance with sections 48 and 50.

- Review qualifications for Councillor(s): Qualifications as described in the *Municipalities Act* section 15 (4):
 1. **not less than 18 years of age;**
 2. **a Canadian citizen; and**
 3. **resident (name of your community) for one year preceding the date of nomination.**

- Review the qualification of Electors: Qualifications as described in the *Municipalities Act* section 47 (1):
 1. **not less than 18 years of age;**
 2. **a Canadian citizen; and**
 3. **resident (name of your community) for a period of six months preceding the date of the election.**

- Each person nominated must be nominated by two qualified electors and the nominated candidate and persons nominating (two qualified electors) must complete and sign **Form 2** (Nomination Paper). This completed Form 2 is a record to be given to the Administrator.

- Display the ballot box, illustrate to those in attendance that the ballot box is empty and then seal the ballot box.

- Again, after the voting for the position of Chairperson and prior to voting for the Councillor position(s) the Returning Officer should announce that anyone attending the meeting who wants to vote must be a qualified elector and that he or she may be challenged prior to the voting process to ensure that he or she meets the qualifications of electors. The challenge must be made directly to the Returning Officer and the Returning Officer will then ask the elector the three qualification questions and if the elector answers “yes” to all three questions, and the elector is then asked to read and sign Form 8 (Oath of Challenged Elector). If the elector meets the qualifications, the elector’s ballot will then be deposited into the ballot box with all the other ballots.

- Announce the exact number of councillor(s) positions that our community requires to be filled.

- To close the “Call for Nominations”, the Returning Officer will call out loud three times (taken from *Robert’s Rules of Order*) the following: **“Are there any other nominations?”**

- Once completed, the Returning Officer will announce the following out loud to those in attendance that: **“The Call for Nominations is now closed.”**

- If the required number or fewer candidates are nominated then the councillors shall be declared elected by acclamation.

- If more than the required number candidates are nominated then there shall be an election for the positions of councillors. Next, the Returning officer will announce the Close of Poll (that voting has officially ended) and then the Returning Officer, Poll Clerk along with the two scrutinizers will count the ballots and announce the count listing of all of the candidates' names. The total number of votes cast for the successful candidate will be announced first, followed by the name(s) of the candidate(s) and writing in that this or these person(s) was or were elected by acclamation. name(s) and number of votes cast for the unsuccessful candidates.
- If the councillor position(s) is or are elected by acclamation then proceed by completing Form 11 (Oath of Returning Officer After the Closing of the Poll) stating the name(s) of the candidate(s) and writing in that this or these person(s) was or were elected by acclamation.
- If an election is required for the position(s) of Councillor then alphabetically list the name(s) of the nominated candidate(s) and post at the front of the hall for all to see. (Candidates' names should be listed by last name first and then first name.)
- Explain voting Procedure: (BLANK BALLOTS)
- Each qualified elector must register with the Returning Officer and if qualified be given a ballot with the required number of blank lines relative to the number of positions to be filled. The elector is to privately write in the names of the candidates for whom he or she wishes to vote (as per the registration sheet) to fill the positions of Councillor.
- Depending on the number of councillor positions to be filled , voting for the number of candidate's names or fewer than the number required will be counted as a valid ballot. (Unless it is a by-election filling one or more councillor positions, at which time only the required number of nominated candidate's names would be appropriate.)
- Remember: A valid ballot for the six positions of Councillors must have six or fewer only nominated candidates' names, otherwise it will be considered a spoiled ballot. (Unless it is a by-election filling only one councillor position, at which time only one nominated candidate's name would be the appropriate number.)
- The voting process will cease once all residents attending the election meeting have had an opportunity to cast their votes (last person in attendance has voted) and then the "Close of Poll" will be announced out loud by the Returning Officer.
- Once all qualified electors attending the meeting have voted (regardless of when they arrived during the meeting provided that they are qualified residents and have signed the registration sheet), the Returning Officer must make an announcement declaring that everyone has voted.

- Next, the Returning officer will announce the Close of Poll (that voting has officially ended) and then the Returning Officer and the Poll Clerk, along with the two scrutinizers will count the ballots and announce the count listing of all of the candidates' names. The total number of votes cast for the successful candidate will be announced first, followed by the names and number of votes cast for the unsuccessful candidates.
- The Returning Officer, with the help of his or her Poll Clerk, will complete Form 13 (Return After A Poll Has Been Taken) and it will be signed by the Returning Officer, Poll Clerk and the two scrutinizers and a copy and will be later deposited with the Administrator.
- The Returning Officer will then complete Form 11 and the Poll Clerk will complete Form 12. These two forms will also be signed off by the two scrutinizers.
- Place all of the election materials in the ballot box, seal and initial the seals and turn the sealed ballot box over to the Administrator for safe keeping.
- Congratulate all the nominated candidates for being involved in this election process.
- Thank the electors for attending and for participating in the election process.
- Turn the meeting back over to the Chairperson.
- Finally, a copy of the **Municipal Election Summary Report** (back sheet of Handbook for Community Election Meetings) shall be completed by the Administrator. This report summarizes the election results for both the Chairperson and Councillor(s) positions and **must be forwarded to the Elections P.E.I. office**, simply by faxing at (902) 368-6500 or mailing to P.O. Box 774, Charlottetown, PE C1A 7L3.