

<b>RM of Mervin No. 499</b>			
<b>POLICY TITLE</b>		<b>ADOPTED BY</b>	
<b>Election Policy</b>		R.M. Council Resolution	0261-24
<b>ORIGIN/AUTHORITY</b>	<b>JURISDICTION</b>	<b>EFFECTIVE DATE:</b>	<b>PAGE #</b>
Hamlet Board of Horseshoe Bay	RM of Mervin No. 499	March 12, 2024 March 26, 2024	1 of 2

**1.0 PURPOSE**

1.1 The purpose of this policy is to set out the guidelines and requirements for electing new hamlet board members.

**2.0 PROCEDURE**

- 2.1 For the purpose of this policy, the following matters are required for electing hamlet board members:
- a. Elections are held at an annual general meeting (AGM) only;
  - b. Nominations must be accepted and nominee meets all qualifications;
  - c. Voting is only for eligible residents of the hamlet;
  - d. Terms are for 4 years unless filling a position that was vacated mid-term.

**3.0 NOMINATIONS**

- 3.1 Any voter of the organized hamlet is eligible to be nominated to serve on the hamlet board.
- 3.2 Nomination requirements:
- a. Nominations are to be submitted at the annual general meeting;
  - b. Nominations are to be verbal and made by a qualified voter of the hamlet;
  - c. Nominee must accept the nomination verbally;
  - d. Secretary of the board is to confirm the eligibility of the nominee and the nominator.

**4.0 ELECTIONS**

- 4.1 Elections are held when a board member’s term has reached expiration (4 years unless filling a vacant term), a board member has resigned, passed away, relocated or disqualified. Elections can only be held at an annual general meeting.
- 4.2 The below outlines the requirements for the election(s):
- a. Voters shall be present at the time of the election;
  - b. The results of the election are to be announced at the meeting the election was conducted;
  - c. The official results including votes cast for each nominee must be posted in accordance with policy and no later than 5 days after the AGM.

- 4.3 Board members need to schedule the first meeting within 7 days of the election in order to elect the chairperson and secretary from among their members.

## **5.0 VOTING**

- 5.1 When hosting any meeting for the hamlet, have a sign-in sheet at the door and follow the steps below:
- a. Have a recent copy of the hamlet map and registered owners list (can get off the RM website or from the RM office);
  - b. Once landowners and spouses have signed in, issue them each a voting card;
  - c. Keep a running tally of the voting cards being handed out;
  - d. When a question has been brought forward to vote, count the cards shown and majority votes declare a positive vote.