

| <b>RM of Mervin No. 499</b> |                      |                                                                     |                    |
|-----------------------------|----------------------|---------------------------------------------------------------------|--------------------|
| <b>POLICY TITLE</b>         |                      | <b>ADOPTED BY</b>                                                   |                    |
| <b>Election Policy</b>      |                      | R.M. Council Resolution                                             | 0459-26<br>0369-24 |
| <b>ORIGIN/AUTHORITY</b>     | <b>JURISDICTION</b>  | <b>EFFECTIVE DATE:</b>                                              | <b>PAGE #</b>      |
| Hamlet Board of Kopp's Kove | RM of Mervin No. 499 | Amended: July 14, 2026<br>Amended: April 23, 2024<br>April 12, 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:
- Elections are held at an annual general meeting (AGM) only;
  - Nominations must be accepted and nominee meets all qualifications;
  - Voting is only for eligible residents of the hamlet;
  - Terms are for 3 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:
- Nominations are to be submitted at the annual general meeting;
  - Nominations are to be verbal and made by a qualified voter of the hamlet;
  - Nominee must accept the nomination verbally;
  - 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 (3 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):
- Voters shall be present at the time of the election;
  - 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.