

Organized Hamlet of South Bay

POLICY TITLE		ADOPTED BY	
Election Policy		R.M. Council Resolution	0168-26
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE:	PAGE #
Hamlet Board of South Bay	RM of Mervin No. 499	May 13, 2025 Feb 10, 2026	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. If filling a position mid term the term for this position will only be for the balance of the original term.

3.0 NOMINATIONS

- 3.1 Any eligible voter of the organized hamlet can be nominated to serve on the hamlet board.
- 3.2 Nomination requirements:
- Nominations are to be submitted at the annual general meeting;
 - Nominations may be verbal or written and made by a qualified voter of the hamlet
Nominees must be a qualified voter of the hamlet.
 - Nominee may accept the nomination verbally or if the Nominee is unable to attend in person, may submit a written acceptance of nomination and acceptance of election if successful;
 - 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):
- 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.

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;
 - 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.