

RM of Mervin No. 499

POLICY TITLE		ADOPTED BY	
Election Policy		R.M. Council Resolution	0320-24
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE:	PAGE #
Hamlet Board of Spruce Lake	RM of Mervin No. 499	March 12, 2024 April 8, 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 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:
- 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 (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):
- 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;
 - 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.