

**Community of Union Road  
SPECIAL ELECTION MEETING  
AGENDA**

**Date: Wednesday, March 12, 2014**

**Time: 7:30 p.m.**

**Location: Brackley Commons**

**1. Call to Order – Chairperson**

**2. The Chairperson declares that:**

**“Ruth E. Copeland has been appointed by Council to be the Returning Officer for the election of Councillor for the Community of Union Road.”**

The Chairperson then witnesses the signature of the Returning Officer on the Oath of Returning Officer.

Returning Officer now chairs the election portion of the meeting.

RUTH PLACES ELECTION MATERIALS, BALLOTS AND BALLOT BOX ON DESK FOR DISPLAY.

**3. The Returning Officer announces that: “each person attending tonight’s election meeting who is a qualified elector is invited to sign the attendance sheet. If you did not sign the registration sheet upon entering the meeting room, please do so now.”**

**4. The Returning Officer announces that:**

- **“Anyone attending this meeting who wants to vote must be a qualified elector and 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 myself as the Returning Officer and the Returning Officer will then ask the challenged elector the three (3) qualification questions;**
- **If the challenged elector answers “yes” to all three questions, the elector will then be asked to read and sign an Oath of Challenged Elector;**
- **If the challenged elector meets the qualifications, the challenged elector’s ballot will then be deposited into the ballot box with all the other ballots.**

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The Returning Officer states that:

“Our Community requires that one (1) Councillor position be filled. The qualifications for Councillor as described in the *Municipalities Act*, Section 15(4) are:

1. Not less than 18 years of age;
2. A Canadian citizen; and
3. A resident of the Community of Union Road for one (1) year preceding the date of nomination.

The qualifications of an elector as described in the *Municipalities Act*, Section 47(1) are;

1. Not less than 18 years of age;
2. A Canadian citizen; and
3. A resident of the Community of Union Road for six (6) months preceding the date of election.

Each person nominated should be nominated by two (2) qualified electors and the nominated candidate and the qualified electors making the nomination must complete and sign a Nomination Form.

NOMINATIONS CANNOT BE ACCEPTED FOR ANYONE WHO IS NOT PRESENT AT THIS MEETING.

I now make the first call for nominations for the position of Councillor.

I now make the second call for nominations for the position of Councillor.

I now make the third call for nominations for the position of Councillor.

Are there any other nominations for the position of Councillor?

THE CALL FOR NOMINATIONS FOR CHAIRPERSON IS NOW CLOSED.

\*Allow the acclaimed Councillor or potential candidates for Councillor to say a few words\*

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5. Proceed to election process, if required. Explain voting procedure.

Each person will come forward, one at a time and register with me. You will be given a blank piece of paper. Please go to voting station, use the pencil provided, and write the name of the candidate you wish to elect as Councillor. Then fold your ballot and return it to me to place in the ballot box.

Announce when "everyone has voted". Announce – "THE POLL IS NOW CLOSED". Proceed to the counting of ballots and announce the count i.e. the total number of votes cast for the successful candidate first, followed by the names and number of votes cast for the unsuccessful candidates.

6. Congratulate all of the nominated candidates for being involved in the election process.
7. Thank the electors for attending and for participating in the election process.
8. The new councilor (if any) will be sworn in at the next monthly meeting being held on Wednesday, April 9, 2014 at 8:00 p.m. at the Brackley Commons.

Returning Officer now turns the meeting over to the Chairperson.

9. Adjournment