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## MEMORANDUM

TO: Chair and Members of the Western Common Wilderness Common Advisory Committee  
FROM: Simon Ross-Siegel – Legislative Assistant, Office of the Municipal Clerk  
DATE: June 20, 2019  
SUBJECT: Information regarding process for future elections

The purpose of this memorandum is to provide an overview of the principles concerning the conduct of elections for the roles of Chair and Vice-Chair of HRM Committees of Council pursuant to the HRM Charter, Administrative Order One and other policies of HRM.

### Legislation and Policies

Pursuant to HRM's Charter, Section 26(1) and (2) outlines the following election practices which are to be used for Community Councils and have been adopted for Board and Committees of Council.

#### Election of chair and rules

26 (1) A community council shall annually elect its chair from among its members.

(2) The chair shall be elected at the first meeting of the community council after the members are elected.

Based on the following, it is ordinary practice for HRM Boards and Committees to hold elections in their first meeting of a new year for the positions of Chair and Vice-Chair. Though a Committee may defer consideration of an election in the same manner as any other item to an agenda of the Committee, the decision to do so is at the Committee's discretion.

There are no specific rules or policies regarding the conduct of elections in the absence of any members of the Committee, however any member may nominate another member for election to a vacant position.

Pursuant to AO1 Section 124, Election of Presiding Officer of a Committee:

Each committee of Council shall, unless otherwise determined by the Council, determine the procedure for electing its own Presiding Officer.

### Procedure for the conduct of an Election

The Legislative Assistant/Support leads the process for the Election of Chair & Vice Chair for a Board and Committee of Council. This process proceeds as follows:

The LA asks for nominations for the position of Chair. A nomination must be moved and seconded. A member or members will be nominated. When the LA hears no further nominations, the LA may call a

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second and then a third and final time for nominations. The LA or a member of the Committee then calls for nominations to cease which also requires a Mover and Second.

If there is one nomination for the position of Chair, the member is appointed by default. If there is more than one nomination, the Committee will write their vote on a ballot, to be counted by the LA. The member with a majority of votes is elected Chair.

Following the appointment or election of the Chair, the Chair takes the role of the LA and conducts the election of Vice-Chair in the same manner as the election of the Chair.