



## 2007 Voting Procedures

*The 2007 voting procedures have been approved by the Council of the association in accordance with sections 6 to 26 of Regulation 941/90. Additional procedures are given for candidate publicity and the mailing, receipt and counting of ballots. Candidates are responsible for familiarizing themselves with these procedures. Any deviation could result in a nomination being considered invalid. Candidates are urged to submit nominations and election material well in advance of published deadlines so that irregularities may be corrected before the statutory deadlines. Nominees' names are made available as received; all other election material is considered confidential until published by the association.*

1. The schedule for the elections to the 2007-2008 Council is as follows:
  - Nominations will open on August 6, 2006.
  - Nominating committees will meet during the month of September. Individuals wishing to suggest candidates to, or to be themselves considered for nomination by, nominating committees should submit the name(s) to the appropriate nominating committee by September 5, 2006.
  - All nominating committees will report to the Registrar by October 10, 2006.
  - Nominations will close at 4:00 p.m. on December 13, 2006.
  - Election ballots will be mailed no later than January 31, 2007.
  - Ballots must be received by the "Official Agent" no later than February 28, 2007.
2. No person can be nominated for more than one position.
3. The association will rely on an independent outside agency to receive, control, process and report on all returned ballots. This Official Agent will be appointed by Council and identified to the members with voting material or publicity.
4. Verifications of eligibility, validity, or entitlement of all ballots received will be required. Verification will be by means of an official computer label, barcode, or imprint with name, address and identification code number.
5. A secrecy envelope, or other appropriate safeguard, will be employed to guarantee that verification of entitlement can be made without possibility of identification of the ballot itself.
6. Election ballots will show only candidates' names, which will be listed in alphabetical sequence.
7. All ballots will be mailed "letter-mail," and returned directly to the Official Agent.
8. Verification procedures may be commenced upon receipt of ballot returns. Secrecy envelopes may not be removed from the ballot return envelope and counting procedures may not be commenced until after the closing of the official balloting period on February 28, 2007 at 4:00 p.m.
9. Candidates may be present to witness the removal of secrecy envelopes from ballot return envelopes and the counting of ballots for the position that they are contesting, if they so desire, or they may be represented by an agent authorized by them in writing. Candidates will be given at least one week's notice of the date, time and location at which secrecy envelopes will be removed from ballot return envelopes and ballots for their contested position will be counted.
10. Counts will be reported only when they are finalized. Reporting of final counts to the association will be done by the returning officers to the Registrar, who will advise the candidates and Council at the earliest opportunity.
11. Certification of all data will be provided by the Official Agent.

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12. All ballots will be destroyed upon the order of the Council of the association at the conclusion of the election process.
13. Nothing in the foregoing will prevent additions and/or modifications to procedures for a particular election if approved by Council or the candidates agree to such change(s).

## Election Publicity

1. Names of all nominated candidates to date will be forwarded to members of Council, chapter chairs and committee chairs, and published on PEO's website, by October 13, 2006. Additional nominations will be published to PEO's website as received.
2. Announcement of all nominations to date will be made in the November/December 2006 issue of *Engineering Dimensions*.
3. The source of each candidate's nomination (i.e. nominated by the central Nominating Committee, by a Regional Nominating Committee, or by members in accordance with the Regulation) will not be published in the heading.
4. Biographies accompanying the ballots, to be published in the January/February 2007 issue of *Engineering Dimensions* and to PEO's website in January, will be permitted to the total of 150 words for each candidate. The 150-word limit is exclusive of candidate's name and employer when placed at beginning of biography (forms part of heading). Biographies may contain material as set out in Schedule A.

Candidates wishing to inform voters of their platform may also have a statement of up to 275 words published with their biographies. A photograph will also be published in *Engineering Dimensions* and on the website, and may be published in the material accompanying the ballots (space permitting). Biographies, statements and photographs must be received by the Registrar or a delegate (Chief Elections Officer) at the

association's headquarters by December 13, 2006 at 4:00 p.m.

The Registrar or a delegate (Chief Elections Officer) is responsible for ensuring that biographies and statements comply with these procedures, and will correct spelling and punctuation. Where it is deemed the material does not satisfy these procedures, the Registrar or a delegate (Chief Elections Officer) will, within 48 hours from receipt of the material by the association, notify the candidate, who is expected to be available during this period by telephone, fax or email. The candidate will have a further 48 hours to advise the association of the amendment. The candidate is responsible for meeting this deadline.

If biographies exceed 150 words and/or statements exceed 275 words, and failing agreement with the candidate, association staff will satisfy the requirement(s) by removing the appropriate number of words from the end of the text. Where material is deemed inappropriate for another reason, the Registrar or a delegate (Chief Elections Officer) will cause the offending material to be removed if agreement cannot be reached within the time available.

5. Candidates may also submit a 300-word article on a current PEO issue or issues for inclusion with all chapter newsletters published during the January and February election period. The articles will be compiled by PEO staff into regional inserts (i.e. articles from candidates for Regional Councillor for each region and for all positions elected at-large) and distributed to chapter newsletter editors.

Articles for use in the regional inserts are to be submitted with the biographies and statements by December 13, 2006, which is the close of nominations. The Registrar or a delegate (Chief Elections Officer) is responsible for ensuring that articles for use in the regional inserts comply with these procedures, and will correct spelling and punctuation. Where it is deemed the material does not satisfy these procedures, the Registrar or a delegate (Chief

Elections Officer) will, within 48 hours from receipt of the material by the association, notify the candidate, who is expected to be available during this period by telephone, fax, or email. The candidate will have a further 48 hours to advise the association of the amendment. The candidate is responsible for meeting this deadline.

6. Candidates' material for all print publication should be forwarded to the Registrar or a delegate (Chief Elections Officer) at the association's offices as soon as possible following the nominations but, in any case, not later than December 13, 2006 at 4:00 p.m., which is the close of nominations. Candidate material will be considered confidential until published on PEO's website in January 2007 and will be restricted to staff members required to arrange for publication.
7. All material should be typed, and submitted on a CD accompanied by hard copy, or emailed with hard copy to follow. Photographs must be at least 5" x 7" in size ("snapshots" are not suitable) if submitted in hard copy form. If submitted in digital form, they must be JPEG-format files with a minimum resolution of 1024 by 756 pixels, or a file size of about 750K. If word counts in candidates' material exceed the number of words specified and time does not permit revision by the author, the counts will be adjusted by the removal of the appropriate number of words from the end of the material.
8. Candidates may post additional material on their own websites, to which a link will be provided from PEO's website from January 2007 until February 28, 2007. The content of candidate websites to which PEO links must be in keeping with the dignity of the profession. URLs of candidate websites to which a link is desired must be provided to the Registrar or a delegate (Chief Elections Officer) by January 12, 2007 by emailing [elections@peo.on.ca](mailto:elections@peo.on.ca).

As an alternative, candidates may utilize space on PEO's website, pro-

vided they email to the Registrar or a delegate (Chief Elections Officer) an MS Word or text file of no more than 1000 words, and no more than three non-animated graphics in JPEG or GIF format. This material should be received by the Registrar or a delegate (Chief Elections Officer) by January 12, 2007. Candidates may submit updates to this material once during the posting period from January until February 28, 2007. The Registrar or a delegate (Chief Elections Officer) is responsible for ensuring that the website material complies with these procedures, and will correct spelling and punctuation. Where it is deemed the material does not satisfy these procedures, the Registrar or a delegate (Chief Elections Officer) will, within 48 hours from receipt of the material by the association, notify the candidate, who is expected to be available during this period by telephone, fax or email. The candidate will have a further 48 hours to advise the association of the amendment. The candidate is responsible for meeting this deadline.

9. A candidate for PEO election may request that PEO do a hard copy or electronic mailing of printed candidate publicity material on his or her behalf. The costs of such a mailing and publicity material will be the candidate's responsibility. All electronic mailings will be conducted according to the protocol in Schedule B to these procedures.
10. Caution is to be exercised in determining the content of issues of membership publications published during the balloting period, including chapter newsletters. Editors are to ensure that no election candidate is given additional publicity or opportunities to express viewpoints in issues of membership publications distributed during the January and February election period beyond his/her candidate statement/biography published in the January/February issue of *Engineering Dimensions*, and the material specified in the approved election procedures for chapter newsletters (Publicity Procedure 5), the PEO website (Publicity

Procedure 8) and mailings (Publicity Procedure 9). This includes photos, references to, or quotes or commentary by, candidates in articles, letters to the editor, and opinion pieces. PEO's communications vehicles should be, and should be seen to be, unpartisan.

11. Chapters may not endorse candidates in print, on their websites or through their list servers, or at their membership meetings or activities.
12. All election publicity material must be in keeping with the dignity of the profession and consistent with PEO's core values. Candidate statements must be factual and may not contain information that cannot be substantiated. Where it is deemed the material does not satisfy these requirements, the Registrar or a delegate (Chief Elections Officer) will, within 48 hours from receipt of the material by the association, notify the candidate, who is expected to be available during this period by telephone, fax, or email. The candidate will have a further 48 hours to advise the association of the amendment. The candidate is responsible for meeting this deadline.
13. The central Nominating Committee is authorized to interpret the election publicity guidelines and procedures, and to rule on questions and concerns of the candidates on matters around the election process.

### Schedule A. Biographical Material

For purposes of the biographies to be published in *Engineering Dimensions* and on PEO's website and to accompany the ballots, biographical information may include:

1. Name \*
2. Employer and position \*
3. Education:
  - degrees and school(s) attended
  - year(s) of graduation
4. Employment history
5. PEO activities:
  - Council
  - committees
  - chapter(s), including positions held

6. Years of registration with profession:
  - Ontario
  - another province
7. Other professional affiliations, including positions held, e.g.:
  - CEO
  - CSPE
  - EFE
  - EIC
  - IEEE
  - OSPE
8. Community service:
  - name(s) of organization(s)
  - position(s) held
  - length of service
9. Technical papers given or published

\* If forming a part of the heading, these items are not included in the word count.

### Schedule B. Mass Email Protocol

Campaign material must be delivered to the Registrar or a delegate (Chief Elections Officer) by email (elections@peo.on.ca) or on a CD at least two business days prior to the desired distribution date.

Emailing requests must include the desired date of distribution, email subject line, text of email message, and a working email account to which replies to the email will be sent. Candidates are responsible for responding to replies or questions generated by their email message. Candidates are permitted a maximum of 300 words for email messages and graphics will not be permitted in text messages. Candidates may include a URL link to more comprehensive information published on their own websites or on PEO's election website (see Election Publicity Procedure 7). The Registrar or a delegate (Chief Elections Officer) is responsible for ensuring that email messages comply with this protocol, and will correct spelling and punctuation. Where it is deemed that a message does not satisfy this protocol, the Registrar or a delegate (Chief Elections Officer) will, within two business days, notify the candidate. The candidate will have a further two business days to advise of any amendment. If HTML format is to be used for email messages, special design and graphic coordination are the candidate's responsibility.