



## 2004 Council Elections—Call for Candidates

The association's Central and Regional nominating committees invite PEO members to become candidates for the positions of **President-elect**, **Vice-President**, **Councillor-at-Large** and **Region Councillor** (one for each of PEO's five regions) on PEO Council.

The position of **President-elect** is for a one-year term (2004-2005), after which the incumbent will serve a one-year term (2005-2006) as President and a one-year term as Past President (2006-2007). Candidates for the position of President-elect must have served on Council previously for a total of at least two full Council years as of PEO's Annual General Meeting 2004, and must not have served as President for at least five years before they would take office (i.e. not since 1999).

The position of **Vice President** is for a one-year term (2004-2005). Candidates for the position of Vice President must have served on Council previously for at least one full Council year as of PEO's Annual General Meeting 2004, and must not have served as President for at least five years before they would take office (i.e. not since 1999).

The position of **Councillor-at-Large** is for a two-year term (2004-2006).

To become a candidate for the positions of **President-elect**, **Vice President**, or **Councillor-at-Large**, please submit your name and a letter accepting the nomination by **September 5, 2003** to Gordon G.M. Sterling, P.Eng., chair, Central Nominating Committee, c/o Brenda Caplan, PEO, 25 Sheppard Avenue West, Suite 1000, Toronto ON M2N 6S9. Fax: (416) 224-8168; (800) 268-0496.

The position of **Region Councillor** is for a two-year term (2004-2006).

Candidates for Region Councillor must reside within the region through which they are nominated.

To become a candidate for **Region Councillor**, please submit your name and a letter accepting the nomination by **September 5, 2003** to the chair of the appropriate Regional Nominating Committee, c/o Michael Chan, P.Eng., PEO, 25 Sheppard Avenue West, Suite 1000, Toronto ON M2N 6S9. Fax: (416) 224-8168; (800) 268-0496. Chairs of the Regional Nominating Committees are: Allen Lucas, P.Eng. (Eastern Region), Santosh Gupta, P.Eng. (East Central Region), Seimer Tsang, P.Eng. (Northern Region), Diane Freeman, P.Eng. (Western Region), and Phil Maka, P.Eng. (West Central Region).

If you choose to become nominated for these positions by submitting your name to the nominating committees, you will not require nominators' signatures. The nominating committees will put forward as nominations all the names they receive. In the event of only one or no submissions for a position, the nominating committees may seek candidates.

If you choose to become nominated by members at large, you will require nominators' signatures as outlined in Regulation 941/90, section 14. Deadline for nominations from members at large is 4:00 p.m. on **December 12, 2003**.

Complete election procedures appear below. For further information on becoming a candidate through the nominating committees, please contact: Brenda Caplan, (416) 224-1100, ext. 321, (800) 339-3716, ext. 321, email: bcaplan@peo.on.ca

## 2004 Voting procedures

*The 2004 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 2004-2005 Council is as follows:
  - ◆ Nominations will open on August 29, 2003.
  - ◆ 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, 2003.
  - ◆ All nominating committees will report to the Registrar by October 6, 2003.
  - ◆ Nominations will close at 4:00 p.m. on December 12, 2003.
  - ◆ Election ballots will be mailed no later than January 30, 2004.
- ◆ Ballots must be received by the Official Agent no later than February 27, 2004.
2. When more than one nomination is received for a candidate, the first nomination which is received for that candidate and which meets the requirements of the Regulations will be accepted as the official nomination. Subsequent nominations for the same candidate will not be received.
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. Ballots may be assembled, prepared and, where required, "proofed" in the association offices, then forwarded to the printer for printing and mailing.
7. Election ballots will show only candidates' names, which will be listed in alphabetical sequence.
8. Biographies accompanying the ballots, to be published in the January/February 2004 issue of *Engineering Dimensions*, and to be published on PEO's website in early 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 up to 275 words published with their biographies. The content of election statements remains at the candidates' discretion. 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 nominee the association's headquarters by December 12, 2003 at 4:00 p.m.

The Registrar or a nominee 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 nominee 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 will cause the offending material to be removed if agreement cannot be reached within the time available.

9. Candidates who wish may post additional material on their own websites, to which a link will be provided from PEO's website from early January 2004 until February 27, 2004. 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 webmaster by January 9, 2004 by emailing webmaster@peo.on.ca.

As an alternative, candidates may utilize space on PEO's website, provided they email to PEO's webmaster 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 webmaster by January 9, 2004. Candidates may submit updates to this material once during the posting period from early January until February 27, 2004.

10. All ballots will be mailed "letter-mail," and returned directly to the Official Agent.
11. 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 27, 2004 at the Official Agent's close of business.
12. 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.

13. 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.
14. Certification of all data will be provided by the Official Agent.
15. All ballots will be destroyed upon the order of the Council of the association at the conclusion of the election process.
16. 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, including all candidates nominated by the nominating committees plus any received from members at large, will be forwarded to members of Council, chapter chairs and committee chairs by October 6, 2003.
2. Announcement of all nominations to date, including all candidates nominated by the nominating committees plus any received from members at large, will be made in the November/December 2003 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 be stated in a uniform manner in all published election material.
4. Each candidate will be permitted a total of 425 words for a statement (275 words) and biography (150 words) to accompany the ballots, appear in the January/February 2004 issue of *Engineering Dimensions*, and be published on PEO's website from

early January until February 27, 2004. A photograph will also be published in *Engineering Dimensions* and on the website, and may be published in the material to accompany the ballots (space permitting).

5. Candidates' material for publication should be forwarded to the Registrar or a nominee at the association's offices as soon as possible following the nominations but, in any case, not later than December 12, 2003 at 4:00 p.m., which is the close of nominations. Candidate material will be considered confidential until published on PEO's website in early January 2004 and will be restricted to staff members required to arrange for publication.
6. All material should be typed, and submitted on a diskette or 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. 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.
7. Candidates who wish may post additional material on their own websites,

to which a link will be provided from the association's website from early January 2004 until February 27, 2004. URLs of candidate websites to which a link is desired must be provided to the webmaster by January 9, 2004 by emailing [webmaster@peo.on.ca](mailto:webmaster@peo.on.ca).

As an alternative, candidates may utilize space on the association's website, provided they email to PEO's webmaster 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 webmaster by January 9, 2004. Candidates may submit updates to this material once during the posting period from early January until February 27, 2004.

8. A candidate for PEO election may request that PEO do a hard copy or electronic mailing of prepared candidate publicity material on his or her behalf. The costs of such a mailing and publicity material will be the candidate's responsibility. Should a candidate request that PEO conduct a mailing on his or her behalf, all candidates contesting the same position will be informed of the request, so that they may avail themselves of the same opportunity should they so desire.
9. Candidates are reminded that election publicity material is readily available to

the public and should be in keeping with the dignity of the profession.

10. 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 official 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.:
  - ◆ IEEE
  - ◆ EIC
  - ◆ CEO
  - ◆ CSPE
  - ◆ OSPE
  - ◆ EFE
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.

