



## 2011 COUNCIL ELECTIONS CALL FOR CANDIDATES

All PEO members are invited to become candidates for the positions of **president-elect**, **vice president**, **councillor-at-large** and **regional councillor** (one for each of PEO's five regions) on PEO council.

Any member may be nominated for election to council as **president-elect**, **vice president** or **councillor-at-large**, by at least 15 other members, including member residents from each region. [Regulation 941/90, section 14.(1)]

The position of **president-elect** is for a one-year term, after which the incumbent will serve a one-year term as president and a one-year term as past president.

The position of **vice president** is for a one-year term.

The position of **councillor-at-large** is for a two-year term.

Any member residing in a region may be nominated for election to council as a **regional councillor** for that region by at least 15 other members who reside in the region. [Regulation 941/90, sections 14.(2) and 15.1(2)]

The position of **regional councillor** is for a two-year term.

A member nominated for election to council must complete a nomination acceptance form that states that he or she is a Canadian citizen resident in Ontario. [Regulation 941/90, section 15]

Nomination petitions for collection of nominators' signatures and nomination acceptance forms may be obtained from the PEO website at [www.peo.on.ca](http://www.peo.on.ca), or from the chief elections officer, c/o Allison Elliot, PEO, 40 Sheppard Avenue West, Suite 101, Toronto ON M2N 6K9. Fax: 416-224-5171; 800-268-0496.

Nomination petitions and nomination acceptance forms are to be sent to the chief elections officer, c/o Allison Elliot, by November 26, 2010 at 4:00 p.m., which is the close of nominations.

For further information on becoming a candidate, please contact Allison Elliot, 416-840-1114, or 800-339-3716, ext. 1114; email: [aelliot@peo.on.ca](mailto:aelliot@peo.on.ca).

## 2011 VOTING PROCEDURES

The 2011 voting procedures were approved by the council of PEO in June 2010 in accordance with section 11 of the *Professional Engineers Act* and sections 6 to 26 of Regulation 941/90. The call for candidates and procedures for candidate publicity were approved by council in June 2010. 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 PEO.

1. The schedule for the elections to the 2011-2012 council is as follows:
  - Nominations will open on August 3, 2010;
  - Nominations will close at 4:00 p.m. on November 26, 2010;
  - Election ballots will be mailed no later than January 28, 2011;
  - Ballots must be received by the official elections agent no later than 4:00 p.m. March 4, 2011; and
  - All times noted in these procedures are Eastern Standard Time.
2. No person can be nominated for more than one position.
3. PEO will rely on an independent outside agency to receive, control, process and report on all returned ballots. This official elections agent will be appointed by council and identified to the members with voting material or publicity.
4. If the official elections agent is notified that an elector has not received a complete election package, the official elections agent shall verify the identity of the elector and send a complete duplicate election package to the elector, which is to be marked "duplicate."
5. PEO will appoint a Central Election and Search Committee to:

- encourage members to seek nomination for election to the council as president-elect, vice president or a councillor-at-large;
  - assist the chief elections officer as may be required by him or her; and
  - receive and respond to complaints regarding the procedures for nominating, electing and voting for members to the council.
6. PEO will appoint a Regional Election and Search Committee for each region to:
    - encourage members residing in each region to seek nomination for election to the council as a regional councillor.
  7. PEO will appoint a chief elections officer to:
    - oversee the nomination of members for election to the council and the election of and voting for members to the council; and
    - ensure that nominations, the election and voting are conducted in accordance with the procedures established under the *Professional Engineers Act*.
  8. PEO will appoint a deputy elections officer to assist with the duties of the chief elections officer.
  9. The chief elections officer and the deputy elections officer will be identified to the members with voting material or publicity and will be available to answer routine questions regarding the procedures for nominating, electing and voting for members to the council. Any complaints or other matters regarding the procedures for nominating, electing and voting for members to the council that the chief elections officer or deputy elections officer cannot resolve will be forwarded by the chief elections officer to the Central Election and Search Committee for final resolution.
  10. On or before the close of nominations on November 26, 2010, the president will appoint three members or councillors who are not running in the election as returning officers to:
    - observe the processing of ballots to ensure that only duly marked ballots returned before the closing of the official balloting period on March 4, 2011 at 4:00 p.m. are counted;
    - review rejected ballots;
    - re-process rejected ballots found to be valid;
    - approve the final count of ballots;
    - make such other investigation and inquiry as they consider necessary or desirable for the purpose of supervising the counting of the vote; and
    - report the results of the vote to the registrar not later than March 25, 2011.
  11. Returning officers shall receive a per diem of \$250 plus reasonable expenses for each day they attend to observe the processing of ballots following the closing of the official balloting period.
  12. If a candidate withdraws his or her nomination for election to PEO council prior to the printing of the ballots, PEO shall not place the candidate's name on the ballot and shall communicate to members that the candidate has withdrawn from the election. If the candidate withdraws from the election after the printing of the ballots, the candidate's name will continue to appear on the ballot and PEO shall make every reasonable effort to communicate to members that the candidate has withdrawn from the election.
  13. Verification 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.
  14. 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.
  15. Election ballots will show candidates' names, which will be listed in alphabetical sequence.
  16. All ballots will be mailed by letter mail to the address listed on PEO's register and returned directly to the official elections agent.
  17. Verification procedures may be commenced upon receipt of ballot returns. Once ballots are received and verified by the official elections agent and prior to the closing of the official balloting period on March 4, 2011, all sealed and unopened ballot envelopes are to be stored in a sealed and securely locked ballot box or boxes and placed in a secure and locked room. Ballot boxes may not be unsealed and opened, ballot envelopes may not be opened, secrecy envelopes may not be removed from the ballot envelopes and counting procedures may not be commenced until 9:00 a.m. the first business day following after the closing of the official balloting period on March 4, 2011 at 4:00 p.m.
  18. Each candidate may appoint one scrutineer. The name of a scrutineer appointed by a candidate must be delivered in writing to the chief elections officer no later than the closing of the official balloting period on March 4, 2011.
  19. The counting of the ballots shall commence at 9:00 a.m. the first business day following after the closing of the official balloting period on March 4, 2011. The returning officers shall examine the ballot boxes containing the ballots and verify that the ballot boxes are sealed and locked. Once the returning officers have confirmed that the ballot boxes are sealed and locked, they will instruct the official elections agent to break the seals, unlock the ballot boxes and commence the counting of the ballots. The official elections agent will continue to count the ballots until such time as the official elections agent finalizes the vote count and communicates the results to the returning officers.
  20. The following people are permitted to be present for the counting of the ballots:
    - members of the Central Election and Search Committee;
    - the official elections agent and its representatives;
    - the returning officers;

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- the chief elections officer, deputy elections officer and their representatives;
  - candidates to the election; and
  - scrutineers appointed by the candidates.
21. Ballots are to be marked with a cross or other mark, within the space designated for the marking of the ballot to the right of the name of each candidate for whom the elector wishes to vote. Returning officers may accept a ballot if it has a mark beyond the space designated for the marking of the ballot, provided it is clear for which candidate the voter is voting.
  22. The official elections agent shall reject from the count ballots as spoiled if the elector:
    - has voted for more than the prescribed number of candidates on any one ballot;
    - has made a mark on the ballot such that the elector can be identified;
    - has included material in the secrecy envelope in addition to the prescribed number of ballots; or
    - has not placed the ballot in the secrecy envelope.
  23. A candidate, or his or her appointed scrutineer, may object to the counting of some or all votes in a ballot, on the ground that the ballot or votes do not comply with the prescribed rules.
  24. A determination on the validity of a ballot shall be made by a majority of the returning officers.
  25. At least one of the three returning officers must be present at all times during the processing of the ballots.
  26. Each candidate, or his or her appointed scrutineer, may examine each ballot as the votes are being counted by the official elections agent, but must not obstruct the counting of the ballots or touch the ballots.
  27. Suspension of the ballot counting may occur to allow for periodic rest breaks for the official elections agent and its representatives. In such a case, all those present must leave the counting area for the duration of the rest break period and the counting area must be secured by the official elections agent. No one will be permitted to re-enter the counting area until the rest break period is over and the returning officers have instructed the official elections agent to recommence the counting of the ballots.
  28. In the case of a suspension of the ballot counting at the close of business for each day that the ballot counting is being conducted, all ballots must be returned to the ballot boxes and the returning officers shall seal and lock the ballot boxes. The ballot boxes shall then be returned to a secure and locked room. At 9:00 a.m. of the next business day, the returning officers shall repeat the process of confirming that the ballot boxes are sealed and locked and instruct the official elections agent to break the seals, unlock the ballot boxes and recommence the counting of the ballots.
  29. The official elections agent shall keep a running total of the ballot count and votes cast and shall provide interim results to those present in the counting area upon request.
  30. There shall be an automatic recount of the ballots for a given candidate category for election to council or bylaw confirmation where the vote total on any candidate category for election to council between the candidate receiving the highest number of votes and the candidate receiving the next highest number of votes is less than 1 per cent of the votes cast for that candidate category or where the vote between confirming the bylaw and rejecting the bylaw is less than 1 per cent of the votes cast for the bylaw confirmation.
  31. Reporting of the final ballot counts to PEO will be done by the returning officers to the registrar, who will advise the candidates and council at the earliest opportunity.
  32. Certification of all data will be done by the official elections agent.
  33. All ballots will be destroyed upon the order of the council of PEO at the conclusion of the election process.
  34. Nothing in the foregoing will prevent additions and/or modifications to procedures for a particular election if approved by council or the candidates agree in writing to such change(s).

## 2011 ELECTION PUBLICITY PROCEDURES

Note: All times indicated in these procedures are Eastern Standard Time.

1. Names of nominated candidates will be published to PEO's website as received.
2. Names of all nominated candidates will be forwarded to members of council, chapter chairs and committee chairs, and published on PEO's website, by November 30, 2010.
3. Candidates will be permitted a total of 600 words in which to inform voters of their biographies and platform, inclusive of their names and employers. The biography section of a

candidate's material may contain information as set out in Schedule A.

Candidates will be permitted to include a photograph with their biographies and platforms. Photographs must meet the requirements set out in Schedule A. Only photographs taken within the last five years will be accepted.

Biographies, platforms and, space permitting, photographs will accompany the ballots and will be published as a separate insert and continuously without breaks in any candidate's material, in the January/February 2011 issue of *Engineering Dimensions* and to PEO's website in January.

Candidate material may contain endorsements provided there is a clear disclaimer indicating that the endorsements are personal and do not reflect or represent the endorsement of a PEO chapter or committee or any organization with which an individual providing an endorsement is affiliated.

The content of election statements remains at the candidates' discretion.

Biographies, statements and photographs must be received by the registrar or a nominee (chief elections officer) at the association's headquarters by December 6, 2010 at 4:00 p.m.

The chief elections officer or a nominee is responsible for ensuring that biographies and statements comply with these procedures. Where it is deemed the material does not satisfy these procedures, the chief elections officer or a nominee will, within three full business days 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 three full business days to advise the association of the amendment. The candidate is responsible for meeting this deadline.

If biographies (inclusive of a candidate's name and employer when placed at the beginning of the biography) and platforms exceed 600 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 chief elections officer or a nominee will cause the offending material to be removed if agreement cannot be reached with the candidate within the time available.

PEO will not correct spelling or grammar in candidate publicity material, whether for print publication or posting on PEO's website.

Candidates may appoint another person to sign off on their election material, provided the appointment is made in writing to the chief elections officer and that it is accompanied by a letter of consent from the person being appointed. Candidates ultimately bear the responsibility for the content of their material.

4. Candidates' material for all print publication should be forwarded to the chief elections officer or a nominee at the association's offices as soon as possible following the nominations but, in any case, not later than December 6, 2010 at 4:00 p.m. All candidates and/or their appointed alternates will receive a copy of their submission coded for typesetting for their final review prior to production. Candidates and/or their alternates will have three full business days to sign off on their coded submission. Candidate material will be considered confidential, and will be restricted to staff members required to arrange for publication until published on PEO's website in January 2011.
5. All material should be submitted as an MS Word file or in a Word-compatible format on a CD accompanied by hard copy, or emailed with hard copy to follow. Photographs must be at least 5" x 7" in size if submitted in hard copy form ("snapshots" or passport photos are not suitable). If submitted

in digital form, they must be JPEG-format files of at least 300 KB but no more than 2 MB.

6. Candidates may post additional material on their own websites, to which a link will be provided from PEO's website from January 2011 until March 4, 2011. 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 PEO's webmaster by January 10, 2011 by emailing [elections@peo.on.ca](mailto:elections@peo.on.ca).

Candidates may also utilize space on PEO's website, provided they email to PEO's webmaster an MS Word or Word-compatible file of no more than 1000 words, and no more than three non-animated graphics in JPEG or GIF format, provided there are no embedded multiple or compilation photographs within a single graphic. This material should be received by the webmaster by January 10, 2011. Candidates may submit updates to this material once during the posting period from January until March 4, 2011. Any amendments to a candidate's name/designations are to be considered part of the one-time update permitted to their posting during the posting period from January until the close of balloting. The chief elections officer or a nominee is responsible for ensuring that the website material complies with these procedures. Where it is deemed the material does not satisfy these procedures, the chief elections officer or a nominee will, within three full business days from receipt of the material by the association, notify the candidate or appointed alternate, who is expected to be available during this period by telephone, fax or email. The candidate or appointed alternate will have a further three full business days to advise the association of the amendment. The candidate is ultimately responsible for meeting this deadline.

7. PEO will not mail candidate publicity materials (either electronic or hard copy) beyond distribution of the candidate biographies and statements with the ballots and in *Engineering Dimensions*.
8. 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 election period from January until the deadline for receipt of ballots on March 4, 2011 beyond his/her candidate biography and statement published in the January/February issue of *Engineering Dimensions*, and on the PEO website. This includes photos (with or without captions), 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.

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9. Chapters may not endorse candidates in print, on their websites or through their list servers, or at their membership meetings or activities. Links to candidate materials on PEO's website and/or candidates' websites will be provided to chapter chairs for use in chapter newsletters and on chapter websites. Where material is deemed inappropriate, the chief elections officer or a nominee will cause the offending material to be removed if agreement cannot be reached with the chapter within the time available. All chapter websites, whether hosted by PEO or not, must provide the chief elections officer or a nominee administrator rights to the websites during the election period from January until the deadline for receipt of ballots on March 4, 2011.
10. Candidates may attend chapter annual general meetings and present their platforms and network during the informal portion of the meeting, provided they have obtained the prior consent of the chapter executive.
11. Candidates are reminded that election publicity material is readily available to the public and should be in keeping with the dignity of the profession.
12. The Central Election and Search 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. Σ

## SCHEDULE A: ELECTION PUBLICITY PROCEDURES

SPECIFICATIONS FOR CANDIDATE PUBLICITY MATERIALS, 2011 COUNCIL ELECTIONS	
<b>Word count</b>	<p>Biographies and platforms to accompany the ballots will be permitted to a combined total of 600 words for each candidate. The 600-word limit is inclusive of a candidate's name and employer, which will form part of heading.</p> <p>Biographies may contain 1. Name; 2. Employer and position; 3. Education (e.g. degrees and school(s) attended, year(s) of graduation); 4. Employment history; 5. PEO activities (e.g. 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 (e.g. name(s) of organization(s), position(s) held, length of service); 9. Technical papers given or published.</p> <p>Candidates' biographies and platforms will be published in the January/February 2011 issue of <i>Engineering Dimensions</i>.</p>
<b>Submission format</b>	All material must be submitted as an MS Word file or Word-compatible file format on a CD accompanied by hard copy, or emailed with hard copy to follow.
<b>Photographs</b>	<p>Photographs must be at least 5" x 7" in size if submitted in hard-copy form; so that they are suitable for scanning ("snapshots" or passport photographs are not suitable).</p> <p>If submitted in digital form, they must be JPEG-format files of at least 300 KB but no more than 2 MB.</p> <p>Photographs must not be embedded within candidates' MS Word or Word-compatible biography or platform documents or within another photograph (i.e. no collages will be permitted).</p>
<b>Deadline for print submission</b>	Candidates' material for all print publication should be forwarded to Allison Elliot at the association's offices as soon as possible following the nominations but, in any case, not later than December 6, 2010 at 4:00 p.m.
<b>Website</b>	<p>Candidates may post additional material on their own websites, to which a link will be provided from PEO's website from January 2011 until March 4, 2011.</p> <p>Candidates may also utilize space on PEO's website, provided they email to PEO's webmaster an MS Word or Word-compatible file of no more than 1000 words, and no more than three non-animated graphics in JPEG or GIF format. Graphics may not contain embedded material.</p>
<b>Deadline for website submissions</b>	<p>URLs of candidate websites to which a link is desired must be provided to PEO's webmaster by January 10, 2011 by emailing <a href="mailto:elections@peo.on.ca">elections@peo.on.ca</a>.</p> <p>Candidates' material for posting to PEO's website should be received by the webmaster by January 10, 2011. Candidates may submit updates to this material once during the posting period from January until March 4, 2011.</p>
<b>Help</b>	Candidates should contact the director, communications and chapters ( <a href="mailto:cmucklestone@peo.on.ca">cmucklestone@peo.on.ca</a> ), if they have questions about requirements for publicity materials.