

[PEO ELECTIONS]



2009 VOTING PROCEDURES

The 2009 voting procedures have been approved by the council of PEO in accordance with sections 6 to 26 of Regulation 941/90. The call for candidates and procedures for candidate publicity were approved by council in June and published in the July/August issue of *Engineering Dimensions*. 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 2009-2010 council is as follows:
 - Nominations opened on August 4, 2008;
 - Nominations close at 4 p.m. on December 1, 2008;
 - Election ballots will be mailed no later than January 30, 2009; and
 - Ballots must be received by the official elections agent no later than February 27, 2009.
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. 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.
5. 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 nomination, election and voting are conducted in accordance with the procedures established under the *Professional Engineers Act*.
6. The chief 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 cannot resolve will be forwarded by the chief elections officer to the Central Election and Search Committee for final resolution.
7. 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.
8. 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.
9. 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.
10. Election ballots will show candidates' names, which will be listed in alphabetical sequence.
11. All ballots will be mailed lettermail to the address listed on PEO's register and returned directly to the official elections agent.
12. Verification procedures may be commenced upon receipt of ballot returns. Once ballots are received and verified by the offi-

cial elections agent and prior to the closing of the official balloting period on February 27, 2009, 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 a.m. the first business day following after the closing of the official balloting period on February 27, 2009 at 4 p.m.

13. On or before the closing of the official balloting period on February 27, 2009, the president will appoint three members 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 February 27, 2009 at 4 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 20, 2009.
14. Returning officers shall receive a per diem of \$250 for each day they attend to observe the processing of ballots, commencing on the fourth day.
15. 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 February 27, 2009.
16. The counting of the ballots shall commence at 9 a.m. the first business day following after the closing of the official balloting period on February 27, 2009. 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.
17. 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 their representatives;
 - the returning officers;
 - the chief elections officer and their representatives;
 - candidates to the election; and
 - scrutineers appointed by the candidates.
18. 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.
19. 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 made a mark beyond the space designated for the marking of the ballot; or
 - has included material in the secrecy envelope in addition to the prescribed number of ballots.
20. A candidate or their 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.
21. A determination on the validity of a ballot shall be made by a majority of the returning officers.
22. At least two of the three returning officers must be present at all times during the processing of the ballots.
23. Each candidate or their 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.
24. Suspension of the ballot counting may occur to allow for periodic rest breaks for the official elections agent and their 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.
25. 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 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.
26. 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.
27. 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.
28. Certification of all data will be done by the official elections agent.
29. All ballots will be destroyed upon the order of the council of PEO at the conclusion of the election process.
30. 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). Σ