



2013 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, s. 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, s. 14.(2) and s. 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 or has the status of a permanent resident of Canada and is a resident in Ontario. [Section 3(3) of the *Professional Engineers Act*.]

Nomination petitions for collection of nominators' signatures and nomination acceptance forms may be obtained from the PEO website at www.peo.on.ca, or from the chief elections officer at chiefelectionsofficer@peo.on.ca.

Nomination petitions and nomination acceptance forms are to be sent no later than 4:00 p.m. on December 14, 2012, to the chief elections officer:

- by mail—PEO, 40 Sheppard Avenue West, Suite 101, Toronto ON M2N 6K9, or
- by email—chiefelectionsofficer@peo.on.ca, or
- by fax—416-224-5171; 800-268-0496.

Have questions? Contact the chief elections officer by any of the above methods.

2013 VOTING PROCEDURES

The 2013 voting and election publicity procedures were approved by the council of PEO in September 2012. 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 2013-2014 council is as follows:

Date nominations open	November 1, 2012
Date nominations close	4:00 p.m., December 14, 2012
Date a list of candidates and voting instructions will be mailed to members	no later than January 25, 2013 ¹
Date PEO's membership roster will be closed for the purposes of members eligible to automatically receive election material ¹	January 16, 2013
Date voting will commence	on the date the voting packages are mailed to members, no later than January 25, 2013
Date voting closes	4:00 p.m., March 1, 2013

1. Members licensed after this date may call in and request that election information be mailed to them.

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All times noted in these procedures are Eastern Time.

2. Candidates' names will be listed in alphabetical sequence by position on the list of candidates mailed to members and on PEO's website.
3. A person may be nominated for only one position.
4. Candidates will be advised when a member of the Central Election and Search Committee has declared a conflict of interest should an issue arise that requires the consideration of the committee.
5. An independent agency has been appointed by council to receive, control, process and report on all cast ballots. This "official elections agent" will be identified to the members with the voting material.
6. If the official elections agent is notified that an elector has not received complete election information, the official elections agent shall verify the identity of the elector and send complete duplicate election material to the elector, which is to be marked "duplicate."
7. Council has appointed 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;
 - receive and respond to complaints regarding the procedures for nominating, electing and voting for members to the council; and
 - conduct an annual review of the elections process and report to the September 2013 council meeting.
8. Council has appointed 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.
9. Council has appointed an independent chief elections officer to oversee the election process and to ensure that the nomination, election and voting are conducted in accordance with the procedures approved by council.
10. The chief elections officer will be available to answer questions and complaints regarding the procedures for nominating, electing and voting for members to the council. Any such complaints or matters 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.
11. On or before the close of nominations on December 14, 2012, the president will appoint three members or councillors who are not running in the election as returning officers to:
 - approve the final count of ballots;
 - make any investigation and inquiry as they consider necessary or desirable for the purpose of ensuring the integrity of the counting of the vote; and
 - report the results of the vote to the registrar no later than March 22, 2013.
12. Returning officers shall receive a per diem of \$250, plus reasonable expenses to exercise the duties outlined above.
13. If a candidate withdraws his or her nomination for election to PEO council prior to the preparation of the voting site, the chief elections officer shall not place the candidate's name on the voting site of the official elections agent or on the list of candidates sent to members and shall communicate to members that the candidate has withdrawn from the election. If the candidate withdraws from the election after the electronic voting site has been prepared, the candidate's name will continue to appear on the site and on the list of candidates mailed to members and the chief elections officer shall make every reasonable effort to communicate to members that the candidate has withdrawn from the election.
14. Voting will be by electronic means only (Internet and telephone).
15. All voting instructions and list of candidates will be sent by lettermail to members at the address listed on PEO's register. All voters will be provided with detailed voting instructions on how to vote electronically.
16. Verification of eligibility, validity or entitlement of all votes received will be required by the official elections agent. Verification by the official elections agent will be by an account holder number and unique password to be provided to voters with detailed instructions on how to vote by the Internet and by telephone.
17. The official elections agent shall keep a running total of the electronic ballot count and shall make the results available to the candidates through a secure website not before the close of the voting period and no later than 9:00 p.m. on March 1, 2013. All candidates will be provided with a password giving them access to the secure website of the official elections agent.
18. 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 cast and the candidate receiving the next highest number of votes cast is 25 votes or less for that candidate category, or where the votes cast between confirming the bylaw and rejecting the bylaw is 25 votes or less.
19. Reporting of the final vote counts to PEO will be done by the returning officers to the

- registrar, who will advise the candidates and council in writing at the earliest opportunity.
20. Certification of all data will be done by the official elections agent.
 21. The official elections agent shall not disclose individual voter preference.
 22. Upon the direction of the council following receipt of the election results, the official elections agent will be instructed to remove the electronic voting sites from its records.
 23. Nothing in the foregoing will prevent additions and/or modifications to procedures for a particular election if approved by council.
 24. The election publicity procedures form part of these voting procedures.
 25. All questions from, and replies to, candidates are to be addressed to the chief elections officer:
 - By email: chiefelectionsofficer@peo.on.ca
 - By lettermail: Chief Elections Officer
c/o Professional Engineers Ontario
101-40 Sheppard Avenue West
Toronto, ON M2N 6K9
 - By fax: 416-224-5171

5. The content of election materials remains at the candidates' discretion, and material will be published with a disclaimer.
6. All material should be submitted to chief electionsofficer@peo.on.ca as a PDF document with images in place for reference, and as a formatted MS Word file, or in a Word-compatible file, showing where photographs are to be placed, accompanied by a hard copy of electronic files. Photographs must be at least 5 inches x 7 inches in size if submitted in hard copy form. If submitted in digital form, they must be JPEG-format files of at least 300KB but no more than 2MB. (see Appendix A)
7. Candidate publicity material will be published as a separate insert/section in the January/February 2013 issue of *Engineering Dimensions* and to PEO's website in January 2013.
8. Candidate material may contain personal endorsements, provided there is a clear disclaimer indicating 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.
9. Candidates' material for publication on the website and in *Engineering Dimensions* should be forwarded to the chief elections officer at the association's offices or via email at chiefelectionsofficer@peo.on.ca no later than December 14, 2012 at 4:00 p.m. 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 2013.
10. The chief elections officer is responsible for ensuring that candidate material complies with these procedures. Where it is deemed the material does not satisfy these procedures, the chief elections officer 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 chief elections officer of the amendment. The candidate is responsible for meeting this deadline.
11. Candidates may post additional material on their own websites, to which a link will be provided from PEO's website from January 2013 until March 1, 2012. Candidates will have complete control over the content of their websites. Candidates are reminded that their content must be in keeping with the dignity of the profession. URLs of candidate websites

2013 ELECTION PUBLICITY PROCEDURES

IMPORTANT DATES TO REMEMBER

Deadline for submission of publicity materials for publication in <i>Engineering Dimensions</i> and on website	4:00 p.m., December 14, 2012
Deadline for submission of URLs of candidate websites to which a link will be provided	January 7, 2013
Deadline for submission of material for eblasts of candidate material to members	1. January 10, 2013–1st eblast 2. January 24, 2013–2nd eblast 3. January 31, 2013–3rd eblast
Dates of eblasts to members	1. January 17, 2013 2. January 31, 2013 3. February 7, 2013

Note: All times indicated in these procedures are Eastern Time

1. Names of nominated candidates will be published to PEO's website as soon as their nomination is verified.
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 December 17, 2012.
3. Candidates will have complete control over their election material with respect to presentation of their material for publishing purposes, including but not limited to font style, size and effects, and are allocated the equivalent of one-half page each in *Engineering Dimensions* (6.531 inches wide x 4.125 inches in height) in which to provide their election material. Candidates are reminded that the content of their material must be in keeping with the dignity of the profession.
4. Candidates will be permitted to include a photograph within their one-half page.

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- to which a link is desired must be provided to PEO's webmaster by January 7, 2013, by emailing chiefelectionsofficer@peo.on.ca.
12. Candidates may 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 chief electionsofficer@peo.on.ca by January 9, 2013. Candidates may submit updates to this material once during the posting period from January until March 1, 2013. 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. Candidates may not include a URL link to a third party in their material that is to be posted on PEO's website. For clarity, the only URL link that may be included in a candidate's material on PEO's website is the URL to the candidate's own website. The chief elections officer 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 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.
 13. PEO will provide three group email distributions to members of candidate publicity material beyond publication in *Engineering Dimensions*. Candidate material will be distributed to members via email blasts on January 17 and January 31 and February 7, 2013. Candidates must submit the material they wish to have sent to members by January 10, January 24 and January 31, 2013, respectively. Material should be sent to chiefelectionsofficer@peo.on.ca. (See Appendix B)
 14. PEO will provide candidates with the opportunity to participate in All Candidates Meetings, which will be held at PEO's offices and which will be video recorded for posting on PEO's website. The video of each such meeting will be posted on the PEO website no later than two business days following each All Candidates Meeting. An eblast will be sent to all members within one business day of the website posting informing them that the video is available on the website.
 15. 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 25, 2013, until the close of voting on March 1, 2013, beyond his/her candidate material 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, nonpartisan. The above does not preclude chapter newsletters from including photos of candidates taken during normal chapter activities—e.g. licensing ceremonies, school activities, etc., provided there is no expression of viewpoints.
 16. Chapters may not endorse candidates, or expressly *not* endorse candidates, in print, on their websites or through their list servers, or at their membership meetings or activities. Where material does not comply with these procedures, the chief elections officer will cause the offending material to be removed if agreement cannot be reached with the chapter within the time available.
 17. Candidates may attend chapter annual general meetings and present their material and network during the informal portion of the meeting, provided they have obtained the prior consent of the chapter executive.
 18. Candidates are reminded that candidate material is readily available to the public and should be in keeping with the dignity of the profession.
 19. The Central Election and Search Committee is authorized to interpret the candidate guidelines and procedures, and to rule on questions and concerns of the candidates on matters around the election process.
 20. These election publicity procedures form part of the voting procedures.

SCHEDULE A: 2013 ELECTION PUBLICITY PROCEDURES

SCHEDULE B: 2013 ELECTION PUBLICITY PROCEDURES

SPECIFICATIONS FOR CANDIDATE MATERIALS

Submission format	All material should be submitted to the chief elections officer at the association's office (chiefelectionsofficer@peo.on.ca) as a PDF document with images in place for reference, and as a formatted MS Word file, or in a Word-compatible file, showing where photographs are to be placed, accompanied by a hard copy of electronic files.
Photographs	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). If submitted in digital form, they must be JPEG-format files of at least 300KB but no more than 2MB.
Deadline for print submission	Candidates' material for publication in <i>Engineering Dimensions</i> should be forwarded to the chief elections officer at the association's office (chiefelectionsofficer@peo.on.ca) by December 14, 2012 at 4:00 p.m.
Website	Candidates may post additional material on their own websites, to which a link will be provided from PEO's website from January 2013 until March 1, 2013. Candidates may also utilize space on PEO's website, provided they email to PEO's webmaster (via chief electionsofficer@peo.on.ca) 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.
Deadline for website submissions	<p>URLs of candidate websites to which a link is desired must be provided to PEO's webmaster by January 7, 2013, by emailing chiefelectionsofficer@peo.on.ca.</p> <p>The only URL link that may be included in material to appear on PEO's website is the URL to candidates' own websites.</p> <p>Candidates' material for posting to PEO's website should be received by the webmaster (via chiefelectionsofficer@peo.on.ca) by January 7, 2013. Candidates may submit updates to this material once during the posting period from January until March 1, 2013.</p>
Help	Candidates should contact the chief elections officer (chiefelectionsofficer@peo.on.ca) if they have questions about requirements for publicity materials.

MASS EMAIL PROTOCOL

Campaign material must be delivered to the chief elections officer by email (chiefelectionsofficer@peo.on.ca) or on a CD at least two business days prior to the desired distribution date. 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 procedures 11 and 12). Candidates are reminded that the only URL link that may be included in their material to appear on PEO's website is the URL to their own websites. The chief elections officer is responsible for ensuring that email messages comply with this protocol. Where it is deemed that a message does not satisfy this protocol, the chief elections officer will, within three full business days, notify the candidate or his or her appointed designate. The candidate/designate will have a further three full 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. Σ