



## 2016 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.

1. Any member may be nominated for election to council as **president-elect**, **vice president** or **councillor-at-large**, by at least 15 other members. The nomination must include at least one member resident in each region. [Regulation 941/90, s. 14(1)]
  - (a) 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.
  - (b) The position of **vice president** is for a one-year term.
  - (c) The **councillor-at-large** position is for a two-year term. One councillor-at-large is to be elected in 2016.
  
2. 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)]
  - (a) 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 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*] and consents to the nomination [Regulation 941/90, s. 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 Ralph Martin, PEO, 40 Sheppard Avenue West, Suite 101, Toronto ON M2N 6K9. Email: [rmartin@peo.on.ca](mailto:rmartin@peo.on.ca); Tel: 416-840-1115; 800-339-3716, ext. 1115.

Completed nomination petitions and nomination acceptance forms are to be sent only electronically and only to the chief elections officer, [chiefelectionsofficer@peo.on.ca](mailto:chiefelectionsofficer@peo.on.ca), by 4:00 p.m., December 4, 2015. No personal delivery of forms will be accepted.

For further information on becoming a candidate, please refer to the *2015 Council Elections Guide* posted on PEO's website.

## 2016 VOTING PROCEDURES

The 2016 voting and election publicity procedures were approved by the council of PEO in September 2016. 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 established 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 2015-2016 council is as follows:

Date nominations open	October 26, 2015
Date nominations close	4:00 p.m., December 4, 2015
Date PEO's membership roster will be closed for the purposes of members' eligible to automatically receive election material <sup>1</sup>	January 13, 2016
Date a list of candidates, their statements and voting instructions will be mailed to members	no later than January 22, 2016
Date voting will commence	on the date that the voting packages are mailed to members, no later than January 23, 2016
Date voting closes	4:00 p.m., February 26, 2016

Note: All times noted in these procedures are Eastern Time.

<sup>1</sup>Members licensed after this date may call in and request that election information be sent to them.

2. Candidates' names will be listed in alphabetical sequence by position on the list of candidates sent to members and on PEO's website. However, the order of their names will be randomized when voters sign in to the voting site to vote.
3. A person may be nominated for only one position.
4. Nomination papers are to be submitted only by email ([chiefelectionsofficer@peo.on.ca](mailto:chiefelectionsofficer@peo.on.ca)) for tracking purposes. Forms will not be accepted in any other format (e.g. fax, personal delivery, courier, regular mail).
5. Only nomination acceptance and petition forms completed in all respects, without amendment in any way whatsoever, will be accepted.
6. Signatures on nomination papers do not serve as confirmation that a member is formally endorsing a candidate.
7. 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.
8. 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.

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9. If the official elections agent is notified that an elector has not received a complete election information package, the official elections agent shall verify the identity of the elector and may either provide a complete duplicate election information package to the elector, which is to be marked “duplicate,” by regular mail or email or provide the voter’s unique control number to the voter and offer assistance via telephone. In order to receive such information via email, the elector must provide prior written consent to the use of his or her email address for this purpose.
10. 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;
  - conduct an annual review of the elections process and report to the September 2016 council meeting.
11. 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.
12. Candidates for PEO council may submit expense claims, to a maximum of \$1000 for travel to chapter events during the period from the close of nominations to the close of voting. Such travel expenses are only reimbursed in accordance with PEO’s expense policy.
13. 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.
14. 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. Staff is explicitly prohibited from handling and resolving complaints and questions, other than for administrative purposes (e.g. forwarding a received complaint or question to the chief elections officer).
15. On or before the close of nominations on December 4, 2015, 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 not later than March 11, 2016.
16. Returning officers shall receive a per diem of \$250 plus reasonable expenses to exercise the duties outlined above.
17. Nomination papers are to be submitted only by email for tracking purposes. Forms will not be accepted by any other format (e.g. personal delivery, courier, fax or regular mail).
18. 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 chief elections officer will instruct the official elections agent to adjust the voting site to reflect the candidate’s withdrawal.
19. Voting will be by electronic means only (Internet and telephone).
20. All voting instructions, a list of candidates and their election publicity material will be sent to members. All voters will be provided with detailed voting instructions on how to vote electronically. Control numbers or other access control systems will be sent to members by email after the election package has been sent out.
21. 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 unique control number to be provided to voters with detailed instructions on how to vote by the Internet and by telephone.
22. 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 not later than 9:00 p.m. on February 26, 2016. All candidates will be provided with a unique control number giving them access to the secure website of the official elections agent.
23. Voters need not vote in each category to make the vote valid.
24. 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 fewer for that candidate category or where the votes cast between confirming the bylaw and rejecting the bylaw is 25 votes or fewer.
25. Reporting of the final vote counts, including ballots cast for candidates who may have withdrawn their candidacy after the opening of voting, 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.

26. Certification of all data will be done by the official elections agent.
27. The official elections agent shall not disclose individual voter preferences.
28. 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.
29. Election envelopes that are returned to PEO as undeliverable are to remain unopened and stored in a locked cabinet in the Document Management Centre (DMC) without contacting the member until such time as the election results are finalized and no longer in dispute.
30. Elections staff shall respond to any requests for new packages as usual (i.e. If the member advises that he/she has moved and has not received a package, the member is to be directed to the appropriate section on the PEO website where the member may update his/her information with DMC).
31. DMC staff shall advise elections staff when the member information has been updated; only then shall the elections staff request the official elections agent to issue a replacement package with the same control number.
32. Elections staff are not to have access to, or control of, returned envelopes.
33. After the election results are finalized and no longer in dispute, the chief elections officer shall authorize the DMC to unlock the cabinet containing the unopened returned ballot envelopes so that it may contact members in an effort to obtain current information.
34. After the DMC has determined that it has contacted as many members whose envelopes were returned as possible to obtain current information or determine that no further action can be taken to obtain this information, it shall notify the elections staff accordingly and destroy the returned elections envelopes.
35. Nothing in the foregoing will prevent additions and/or modifications to procedures for a particular election if approved by council.
36. The election publicity procedures form part of these voting procedures.
37. All questions from, and replies to, candidates are to be addressed to the chief elections officer:  
By email: [chiefelectionsofficer@peo.on.ca](mailto:chiefelectionsofficer@peo.on.ca);  
By letter mail: Chief Elections Officer  
c/o Professional Engineers Ontario  
101-40 Sheppard Avenue West  
Toronto, ON M2N 6K9.

## 2016 ELECTION PUBLICITY PROCEDURES

### IMPORTANT DATES TO REMEMBER

Deadline for receipt of publicity materials for publication in <i>Engineering Dimensions</i> and on PEO's website, including URLs to candidates' own websites	4:00 p.m., December 11, 2015
Deadline for submission of material for eblasts of candidate material to members	1. January 14, 2016–1st eblast 2. January 28, 2016–2nd eblast 3. February 11, 2016–3rd eblast
Dates of eblasts to members	1. January 21, 2016 2. February 4, 2016 3. February 18, 2016
Date of posting period	January 2016 to February 29, 2016
Dates of voting period	January 23, 2016 to 4:00 p.m., February 26, 2016

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 7, 2015.
3. Candidates will have complete control over the content of all their campaign material, including material for publication in *Engineering Dimensions*, on PEO's website, and on their own websites. Candidates are reminded that it is readily available to the public and should be in keeping with the dignity of the profession at all times. Material for publishing purposes will be published with a disclaimer. The chief elections officer may seek a legal opinion if the chief elections officer believes campaign material could be deemed libelous and has the authority to remove the campaign material if so advised by legal counsel.
4. Candidate material may contain personal endorsements provided there is a clear disclaimer indicating that the endorsements are personal and do not reflect or represent the endorsement of PEO council, a PEO chapter or committee, or any organization with which an individual providing an endorsement is affiliated.
5. Candidates will have discretion over the 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. A template for this purpose is available at [www.peo.on.ca](http://www.peo.on.ca).
6. Candidates will be permitted to include a photograph within their one-half page.
7. All material for publishing on PEO's website and in *Engineering Dimensions* must be submitted to the chief elections officer at [chiefelectionsofficer@peo.on.ca](mailto:chiefelectionsofficer@peo.on.ca) in accordance with Schedule A attached. Candidates shall not use the PEO logo in their election material.
8. Candidates' material for publication in *Engineering Dimensions* and on the website, including URLs to candidates' own websites, must be forwarded to the chief elections officer at the association's offices or via email at [chiefelectionsofficer@peo.on.ca](mailto:chiefelectionsofficer@peo.on.ca) no later than December 10, 2015 at 4:00 p.m. and in accordance with Schedule A attached. Candidate material will be considered confidential, and will be restricted to staff members required to arrange for publication, until published on

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- PEO's website. Material will be published for all candidates on PEO's website at the same time.
9. If campaign material is submitted by a candidate without identifying information (i.e. name or glaring omission) PEO staff are authorized to contact the candidate and ask if he/she wishes to resubmit material. If campaign material is received by the chief elections officer and returned to the candidate for amendment in order to comply with the election publicity procedures, and the amended material is not returned within the time prescribed, staff will publish the material with a notation explaining any necessary redaction.
  10. Candidate publicity material will be published as a separate insert/section in the January/February 2016 issue of *Engineering Dimensions* and to PEO's website in January 2016 and in the mailing sent to eligible voters with voting instructions.
  11. Candidates may utilize space on PEO's website, provided they email their material to the chief elections officer in the format set out in Schedule A. This material must be received by the chief elections officer no later than December 10, 2015.
  12. Candidates may submit updates to their material on PEO's website once during the posting period. 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. Candidates may include links to PEO publications but *not* a URL link to a third party in their material that is to be posted on PEO's website. Links to PEO publications are not considered to be to a third party. 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.
  13. Candidates may post more comprehensive material on their own websites, to which a link will be provided from PEO's website during the posting period. Candidates may include a URL to third parties only in their own website material—not in material that will appear in *Engineering Dimensions*, not in material that is posted on PEO's election site (which includes the 1000-word space they are permitted), nor in eblast material.
  14. PEO will provide three group email distributions to members of candidate publicity material beyond publication in *Engineering Dimensions*. Material must be submitted to the chief elections officer at [chiefelectionsofficer@peo.on.ca](mailto:chiefelectionsofficer@peo.on.ca) in accordance with Schedule A.
  15. Candidates are responsible for responding to replies or questions generated by their email message.
  16. The chief elections officer is responsible for ensuring that all candidate material (whether for *Engineering Dimensions*, PEO's website, or eblasts) 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 an appointed alternate, who is expected to be available during this period by telephone or email. The candidate or appointed alternate will have a further three full business days to advise the chief elections officer of the amendment. The candidate is ultimately responsible for meeting this deadline. Should the candidate fail to resubmit the material within the three business day period, their material will be published with a notation explaining any necessary redaction.
  17. Candidates must attend all candidates meetings in person or by telephone in order to participate. Candidates may not be represented by proxy. Prepared statements will not be permitted and the moderator cannot read a statement from a candidate who does not attend the meeting in person or by telephone.
  18. PEO will provide candidates with the opportunity to participate in all candidates meetings, which will be held at PEO offices and which will be video recorded for posting on PEO's website. On the day of the first all candidates meeting, an eblast will be sent to members announcing that all such video recordings will be posted to the PEO website within two business days of each meeting.
  19. Caution is to be exercised in determining the content of issues of membership publications published during the voting 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 voting period from January 23, 2016 until the close of voting on February 26, 2016 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 a PEO publication from including photos of candidates taken during normal PEO activities, e.g. licensing ceremonies, school activities, GLP events, etc., provided there is no expression of viewpoints. For greater clarity, no election-specific or election-related articles, including letters to the editor and president's message, are to be included in *Engineering Dimensions* during the voting period. Notwithstanding the foregoing, *Engineering Dimensions* may contain an article on why voting is important.
  20. Chapters may not endorse candidates, nor expressly *not* endorse candidates, in print, on their websites or through their list servers, or at their membership meetings or activities during the voting period. 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.
  21. 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. If a chapter executive provides or withholds consent, it

- must provide or withhold consent to all candidates equally and fairly.
22. While not prohibited, use of candidates' mass mailings (either by post or electronic means) for campaign purposes, other than the email blasts that are sent by PEO on behalf of the candidates, will not be condoned by PEO.
23. 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.
24. These election and publicity procedures form part of the voting procedures.

## SCHEDULE A: 2016 ELECTION PUBLICITY PROCEDURES SPECIFICATIONS FOR CANDIDATE MATERIALS

<b>Publication format (in <i>Engineering Dimensions</i> or PEO website)</b>	<p>All material for publication in <i>Engineering Dimensions</i> must fit into the template provided at <a href="http://www.peo.on.ca">www.peo.on.ca</a>. The template dimensions are 6.531 inches wide and 4.125 inches in height.</p> <p>All material for publication must be submitted as a PDF document with images in place for reference, and as a formatted Word file, or in a Word-compatible file, showing where photographs are to be placed.</p> <p>Candidates shall not use the PEO logo in their election material.</p> <p>Candidate material may contain personal endorsements provided there is a clear disclaimer indicating that the endorsements are personal and do not reflect or represent the endorsement of PEO council, a PEO chapter or committee, or any organization with which an individual providing an endorsement is affiliated.</p> <p>The publications staff needs both a PDF file and a Word file of candidate material. This allows them to know how candidates intend their material to look. If there are no difficulties with the material, they will work simply with the PDF file. The Word file is required in case something isn't correct with the submission (just a bit off on the measurement, for example), as it will enable publications staff to fix the problem.</p>
<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 2MB.</p> <p>Candidates can submit a digital photo at the specifications noted, or hard copy as noted, and preferably both. In case the digital file is corrupted or not saved at a sufficiently high resolution, publications staff can rescan the photo (hard copy) to ensure it prints correctly, as indicated on the PDF.</p>
<b>PEO website</b>	<p>Candidates may also utilize space on PEO's website by submitting a 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> <p>Candidates may post additional material on their own websites, to which a link will be provided from PEO's website. URLs for candidates' websites must be active by December 10, 2015.</p> <p>Candidates may include links to PEO publications but <i>not</i> a URL link to a third party in their material that is to be posted on PEO's website. Links to PEO publications are not considered to be to a third party. 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.</p>
<b>Deadline for <i>Engineering Dimensions</i> and website submissions</b>	<p>Candidates' material for publication in <i>Engineering Dimensions</i> and on PEO's website must be forwarded to the chief elections officer at (<a href="mailto:chiefelectionsofficer@peo.on.ca">chiefelectionsofficer@peo.on.ca</a>) by December 10, 2015 at 4:00 p.m.</p>
<b>Eblast material</b>	<p>Candidates are permitted a maximum of 300 words for email messages. Materials are to be provided in text format only; graphics are not permitted. For clarity, a "graphic" is an image that is either drawn or captured by a camera. If HTML format is to be used for email messages, special design and graphic co-ordination are the candidate's responsibility.</p>
<b>Deadline for eblasts to members</b>	<p>Candidates' material to eblast to members must be forwarded to the chief elections officer at (<a href="mailto:chiefelectionsofficer@peo.on.ca">chiefelectionsofficer@peo.on.ca</a>):</p> <p>By January 14—for eblast on January 21 By January 28—for eblast on February 4 By February 11—for eblast on February 18</p>
<b>Help</b>	<p>Candidates should contact the chief elections officer (<a href="mailto:chiefelectionsofficer@peo.on.ca">chiefelectionsofficer@peo.on.ca</a>) if they have questions about requirements for publicity materials.</p>