

**2019 Voting Procedures  
 for Election to the 2019-2020 Council of the  
 Association of Professional Engineers Ontario (PEO)**

The 2019 voting and election publicity procedures were approved by the Council of PEO in June 2018. 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 2019-2020 Council is as follows:

Date nominations open	October 22, 2018
Date nominations close	4:00 p.m. - November 30, 2018
Date PEO's membership roster will be closed for the purposes of members eligible to automatically receive election material <sup>1</sup>	January 11, 2019
Date a list of candidates and voting instructions will be sent to members	no later than January 18, 2019
Date voting will commence	on the date that the voting packages are sent to members, no later than January 18, 2019
Date voting closes	4:00 p.m. February 22, 2019

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 sent to members and on PEO's website. However, the order of their names will be randomized when voters sign into 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 ([elections@peo.on.ca](mailto:elections@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 nomination forms completed in all respects, without amendment in any way whatsoever, will be accepted.
6. Signatures on nomination forms can be hand signed or electronic.

<sup>1</sup> Members licensed after this date may call in and request that election information be mailed to them by regular mail, or, upon prior written consent by the member for use of his/her email address, via email, or via telephone

7. Signatures on nomination papers do not serve as confirmation that a member is formally endorsing a candidate.
8. 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.
9. 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.
10. 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.
11. 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 June 2019 Council meeting.
12. 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.
13. Candidates for PEO Council may submit expense claims. The travel allowance to enable Candidates to travel to Chapter events during the period from the close of nominations to the close of voting will be based on the distance between chapters and the number of chapters in each region. Such travel expenses are only reimbursed in accordance with PEO's expense policy.
14. 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.
15. 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).
16. On or before the close of nominations on December 1 , 2017, 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 8, 2019.
17. Returning Officers shall receive a per diem of \$250 plus reasonable expenses to exercise the duties outlined above.
  18. 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). Candidates should allow sufficient time for their emails to go through the system to ensure that the completed papers are, in fact, received by the Chief Elections Officer by the 4:00 pm on November 30, 2018 deadline. In the event of a dispute as to when the forms were sent vs received, a candidate can provide the Chief Elections Officer with a copy of his/her email to PEO that would indicate the time the nomination forms were sent from his/her computer. A nomination once withdrawn, may not be re-instated.
  19. 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.
  20. A newly-completed nomination petition form, in addition to a new acceptance form, when a candidate changes his/her mind on the position sought.
  21. In the event a Chapter holds an All Candidate meeting, the Chapter must invite all Candidates for which voters in that region are eligible to vote to the meeting.
  22. Voting will be by electronic means only (internet and telephone). Voting by electronic means will be open at the same time the electronic election packages are sent out.
  23. 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. The Official Elections Agent will send out an eblast with the control numbers (PINs) every Monday during the election period. Election material sent to members electronically or by mail will contain information related to the All Candidates Meetings.;
  24. 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.
  25. The Official Elections Agent shall keep a running total of the electronic ballot count and shall report the unofficial results to the Chief Elections Officer who will provide the candidates with the unofficial results as soon as practically possible.
  26. Voters need not vote in each category to make the vote valid.

27. There shall be an automatic recount of the ballots for a given candidate category for election to Council or by-law 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 by-law and rejecting the by-law is 25 votes or less.
28. Reporting of the final vote counts, including ballots cast for candidates that 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.
29. Certification of all data will be done by the Official Elections Agent.
30. The Official Elections Agent shall not disclose individual voter preferences.
31. 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.
32. 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.
33. 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).
34. 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.
35. Elections Staff are not to have access to, or control of, returned envelopes.
36. 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.
37. 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.
38. Nothing in the foregoing will prevent additions and/or modifications to procedures for a particular election if approved by Council.
39. The All Candidate Meetings will take place the week of January 7, 2019

40. All questions from, and replies to, candidates are to be addressed to the Chief Elections Officer:

By e-mail: elections@peo.on.ca

By Letter mail: Chief Elections Officer  
c/o Professional Engineers Ontario  
101 – 40 Sheppard Avenue West  
Toronto, ON M2N 6K9

The Election Publicity Procedures form part of these Voting Procedures.