



REVISED

Minutes

A MEETING of the CENTRAL ELECTIONS AND SEARCH COMMITTEE was held on Wednesday, November 9, 2016 at 1:00 p.m.

Present: J. D. Adams, P.Eng., Chair
G. Comrie, P.Eng., President [via teleconference]
N. Fung, P.Eng.
J. Obaid, P.Eng.
H. Wojcinski, P.Eng. [via teleconference]

Staff: G. McDonald, P.Eng., Registrar
S.W. Clark, LL.B. Chief Administrative Officer
and General Secretary
D. Smith, Director, Communications
R. Martin, Manager, Secretariat
M. Ng, Manager, Chapters
D. Power, staff support

Guests: G. Boone, P. Eng., Chair, Regional Election and Search Committee ((Eastern Region)
D. Chui, P.Eng., Chair, Regional Search and Election Committee (West Central Region)
G. Houghton, P.Eng., Chair, Regional Election and Election Committee (Western Region) [via teleconference]
N. Takessian, P. Eng, Chair, Regional Election and Search Committee (East Central Region)

Regrets: M. Wesa, P.Eng., Chair, Regional Election and Search Committee (Northern)

CALL TO ORDER Notice having been given and a quorum being present, the Chair called the meeting to order.

APPROVAL OF AGENDA Moved by H. Wojcinski, seconded by N. Fung:

That the agenda be approved as presented.

CARRIED

APPROVAL OF MINUTES FROM OCTOBER 13, 2016 MEETING Moved by H. Wojcinski, seconded by D. Adams:

That the October 13, 2016 minutes of the Central Elections and Search Committee be approved as presented.

CARRIED

DRAFT MESSAGE TO CHAPTERS ON THE COUNCIL ELECTION The committee discussed the draft letter from Matthew Ng, Manager, Chapter to Chapter Chairs regarding the 2017 Council elections.

A handout was distributed at the meeting regarding RCC protocol on inviting election candidates to chapter events.

Following discussion, it was agreed to amend the first two paragraphs of the draft letter from Matthew Ng, Manager, Chapter to Chapter Chairs as follows:

Chapters, and their participation in the election process, are an important part of governance at PEO and with the 2017 Council elections beginning shortly, we would like to remind you of some important information that will help to ensure the elections process is fair and transparent.

In order to increase the voting rate and members participation in the PEO Council election, Chapter Chairs are encouraged to facilitate or provide equal opportunity for election candidates, who attend in person, at Chapter events and Board meetings to dialog with the election candidates.

It was agreed that the time allocated for candidates to speak at Chapter events and Board meetings should be at the discretion of the Chapter Chair. It was also agreed that it is important that candidates be provided with an equal amount of time to put forward their position since this has not always been the case in the past.

It was noted that at least one Chapter (Scarborough) hosts an All Candidates meeting for candidates in that region and that this should be encouraged. It was suggested that this be an item for discussion during the debrief of the committee.

Action: Add Regional All Candidates meetings as a topic for discussion at the CESC debriefing session.

Moved by H. Wojcinski, seconded by N. Fung:

That the CESC approve the message to Chapters on the Council Election as presented, and amended, to the meeting at Appendix B.

CARRIED

CANDIDATES ATTENDING CHAPTER MEETINGS

This item was addressed under the agenda item "Draft Message to Chapters on the Council Election" above.

DRAFT QUESTIONS FOR THE ALL CANDIDATE MEETINGS

The committee reviewed the proposed general questions as well as the proposed questions for the President-Elect and Vice President 2017 All Candidate Meeting debates.

It was noted that while the draft questions are not distributed to candidates, the questions are generic in nature and are not confidential? S. Clark advised that these questions have not been discussed "in camera" by the committee in the past but were kept confidential by committee members.

In response to a query regarding the software tool to allow members to submit and rank questions, S. Clark advised that this is currently being investigated.

Moved by H. Wojcinski, seconded by N. Fung:

That the CESC approve the questions for the All Candidate meetings as presented to the meeting at Appendix C.

CARRIED

ALL CANDIDATE MODERATORS

The committee reviewed the list of All Candidate Moderators. R. Martin advised that the three potential moderators had been consulted and have confirmed that they will be available to moderate during the All Candidate meetings which are scheduled for the week of January 9, 2017.

Moved by H. Wojcinski, seconded by President Comrie:

That the CESC approve Barry Steinberg as the lead Moderator for the 2017 All Candidate meetings and John Glover and Desmond Gomes as the backup moderators.

CARRIED

ISSUES FOR CANDIDATES TO CONSIDER

The committee reviewed the Issues for Consideration by Candidates for the 2017 Council Elections document prepared by D. Smith, Communications. Committee members commented on the excellent quality of this document and that it covers all of the major areas relating to PEO. This document will be provided to all candidates as well as the moderator. It was suggested that the document be introduced by indicating that it contains some of the major issues relating to PEO.

Action: A preamble will accompany the Issues for Candidates to Consider document stating "Attached is a list of issues that the CESC felt you should be aware of in preparation of your election campaign."

Moved by N. Fung, seconded by J. Obaid:

That the CESC approve the Issues for Candidates to Consider document as presented to the meeting at Appendix E and direct staff to distribute the material to all candidates as well as the moderator.

CARRIED

COMMUNICATIONS PLAN FOR COUNCIL ELECTION

The committee reviewed the Communications Schedule for the 2017 Council Elections.

It was agreed that a weekly eblast during the final five weeks of the election will be sent to all members who have not yet voted. It was further suggested that the reminders be numbered, i.e. Reminder 1, Reminder 2, Reminder 3, etc. The reminders should explicitly state that members are receiving the eblasts because they have not yet voted.

It was noted that the timelines between the opening of the nominations period (October 24), the nomination period itself and the deadline for publicity materials (December 12) is very tight and particularly challenging for new candidates. S. Clark advised that this can be added to the “Issues List” to consider for future elections. He added that the Publicity Procedures for the 2017 elections have been approved by Council and therefore must be applied to the upcoming election.

Action: Add concern regarding the tight timelines between the opening of the nominations period (October 24), the nomination period itself and the deadline for publicity materials (December 12) to the Issues List.

CESC – CANDIDATE SEARCH UPDATES

R. Martin advised that the confirmed candidates as of November 9, 2016 were as follows:

<u>President-elect</u>	<u>Vice-President</u>	<u>Councillor At Large</u>
David W. Brown	Changiz Sadr	Ewald Kuczera
Peter DeVita		

<u>Eastern Region</u>	<u>East Central Region</u>	<u>Northern Region</u>
No candidates	Thomas Chong	Dan Preley

<u>West Central Region</u>	<u>Western Region</u>
No candidates	Vaj Banday

H. Wojcinski noted that the 30 by 30 initiative is an important one which PEO has endorsed. She has reached out to five women to date, three of whom are contemplating running. She will provide further information once the candidates have decided to move forward and be identified.

In response to a query regarding protocol for seeking candidates S. Clark advised that there is an election guide on the election website for reference.

J. Obaid advised that she has been in touch with someone contemplating candidacy for the West Central region as well as a potential candidate for the Councillor at Large position.

RESC – CANDIDATE SEARCH UPDATES

Eastern Region

Councillor Boone advised that he has had one meeting with another scheduled the week of November 14th. At least two individuals have indicated interest.

West Central Region

Councillor Chui advised that he has scheduled a teleconference meeting for November 12th with the West Central Region Chairs to discuss potential candidates. He is aware of one candidate who has expressed interest so far.

Northern Region

Councillor Wesa submitted a written report as follows:

The incumbent Senior Northern Regional Councillor (Dan Preley) has submitted his nomination papers for re-election this February.

At the June and September Regionals Congresses, as well as in a pre-congress e-mail, the topic was raised amongst the Chapter Chairs, but no names were forthcoming

Councillor Wesa has approached eight prospects with the following results:

- i) Two polite "thank you for your interest in me as a candidate, but at this time I am not able to run"
- ii) Two interested individuals that had reservations about campaigning this year, but are interested in perhaps the following year (i.e. might be my replacement)
- iii) Four "no interest" -- it has been three weeks without any response from the individuals

Councillor Wesa will issue another e-mail reminder to the Northern Chapter Chairs next week. He hopes to approach (via personal contact) with a couple more individuals if he finds some good names.

Western Region

No Report.

East Central Region

Councillor Takesssian advised that he has been in touch with a number of potential candidates.

Councillor Boone suggested a way of promoting PEO elections at the Chapters Leaders Conference on November 19th could be by adding an extra line on the nametags. Some suggestions were "Are you a candidate?" or "Are you Running for Council." He also suggested a QR code.

Many candidates take advantage of the Chapter Leaders Conference to obtain signatures for their nomination form. Since activity tends to accelerate during this time frame it was agreed that the candidates list will be distributed to committee members every time there is an update during the final two weeks of the nominations period rather than once a week.

Action: The candidates list will be sent to committee members whenever there is an update during the final two weeks of the nominations period.

It was suggested that the committee, during its debriefing session, discuss strategies to reach out to the members who do not attend the OPEA Gala, PEO Chapter events, etc.

Action: Add outreach strategies as an item for discussion during the committee debriefing.

Moved by N. Fung, seconded by J. Obaid:

That the Registrar and Director, Communications, come up with an appropriate line on the Chapter Leaders Conference name tags regarding the election.

CARRIED

DATE OF NEXT MEETING

The next meeting was scheduled for Friday, November 24, 2016 via teleconference at 11:30 a.m.

There being no further business, the meeting concluded.

These minutes consist of six pages.

D. Adams, P.Eng., Chair

S.W. Clark, LL.B., Chief Administrative Officer and
General Secretary