



Minutes

A MEETING of the CENTRAL ELECTIONS AND SEARCH COMMITTEE was held on Thursday, October 13 2016 at 3:00 p.m.

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

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

Guests: G. Boone, P. Eng., Chair, Regional Election and Search Committee ((Eastern Region) [via teleconference]
N. Takessian, P. Eng, Chair, Regional Election and Search Committee (East Central Region)
M. Wesa, P.Eng., Chair, Regional Election and Search Committee (Northern)

Regrets: N. Fung., P.Eng.
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)

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

APPROVAL OF AGENDA The agenda was approved as presented.

APPROVAL OF MINUTES FROM APRIL 25, 2016 MEETING The April 25, 2016 minutes of the Central Elections and Search Committee were approved as presented.

CENTRAL ELECTION AND SEARCH COMMITTEE ORIENTATION S. Clark provided the orientation covering key components such as the Council election overview, key players, voting procedures, publicity procedures and what is new for 2017 followed by a question and answer period.

In response to a query S. Clark provided the names of the three Returning Officers which are Roger Barker, Jacinta O'Brien and Richard Weldon.

When asked how voting information is provided S. Clark advised that this information is provided electronically as well as in paper form

via Engineering Dimensions. He further noted that, as of 2017, an email will be sent every Monday during the voting period to those who have provided their email address and who have not voted. This email will not be sent to those who have already voted. Hard copies will be sent to those members who have not provided an email address. Approximately 66,000 members have provided PEO with their email address and this is trending upwards every year. Voting for the 2017 election is strictly by phone or online as approved by Council.

D. Adams noted that having hard copies of the voting platforms of candidates is very helpful. S. Clark replied that links are provided with the candidate material. He also noted that as of 2017 the receipt of candidate material will coincide with the start of voting.

When asked if there was a way to get the bios and candidate list out closer to the final date S. Clark advised that this can be looked at. He further advised that the voting information is contained in the January/February edition of Engineering Dimensions. Candidate bios are included in the email blasts.

In response to a query asking whether the voting code could be simpler S. Clark replied that in the interest of security this was not possible.

It was confirmed that, as per Council direction, there is no pre-screening of candidate material with the exception of libelous or unprofessional material. Editing of such material would be at the discretion of the Chief Elections Officer.

H. Wojcinski advised that OSPE has developed a template for candidate platforms which PEO may wish to explore. S. Clark noted that this could be reviewed for possible implementation in 2018.

Action: R. Martin will follow up with H. Wojcinski regarding the candidate platform template used by OSPE.

D. Adams stated that one of the reasons for low voter turnout is due, in part, to members not having a hard copy of the candidate platforms to refer to when they cast their vote.

G. Boone referred to the section in the orientation slides regarding publicity procedures and to the final bullet stating that “Candidates may attend chapter AGMs and network during the informal portion of the meeting. He stated that PEO elections are a part of governance and are an important aspect of chapter activity. The wording should be such that it is a part of governance and therefore should be encouraged. He suggested that the word “may” be removed. He further suggested that a directive should be sent by

the Manager of Chapters to Chapter Chairs so they know what they have discretion over so that there is consistent messaging. Chapter Chairs may refuse a request from a candidate(s) to speak during the business portion of the meeting but they cannot prohibit candidates from distributing their campaign material during the informal portion of the meeting. S. Clark advised that the RESC Chairs should be encouraged to send this message out.

Action: Candidates should be encouraged to attend chapter AGM since the elections are a part of governance. To be added to the “Issues Report”.

Action: A draft memo will be developed from the Manager, Chapters to be sent out by the RESC Chairs to Chapter Chairs regarding candidate attendance and protocol at AGM meetings. This will be reviewed by the Communications Department and sent to the CESC members prior to the next CESC meeting.

G. Boone suggested that efforts to encourage people to vote should be increased during the final week by running ads, etc. He asked that this be added to the “Issues Report.”

Action: Enhanced efforts to encourage people to vote during the final election week will be added to the “Issues Report.”

The committee reviewed and discussed the Central Election and Search Committee (CESC) 2017 Terms of Reference.

APPROVAL OF 2017 TERMS OF REFERENCE

Moved by H. Wojcinski, seconded by J. Obaid:

That the Central Election and Search Committee (CESC) 2017 Terms of Reference be approved as presented.

CARRIED

APPROVAL OF 2017 HUMAN RESOURCES PLAN

The committee reviewed and discussed the Central Election and Search Committee (CESC) 2017 Human Resources Plan. It was agreed that the bullet related to understanding of competencies to serve on Council and/or President-elect should become the first bullet under the “Currently in Place” column.

Moved by H. Wojcinski, seconded by Past President Chong:

That the Central Election and Search Committee (CESC) Human Resources Plan be approved as amended.

CARRIED

APPROVAL OF 2016 – 2017 CESC WORK PLAN

H. Wojcinski assumed the role of Chair on behalf of D. Adams who left the room.

The committee reviewed and discussed the Central Election and Search Committee (CESC) 2016 – 2017 Work Plan.

Moved by Past President Chong, seconded by J. Obaid:

That the Central Election and Search Committee (CESC) 2017 Work Plan be approved as presented.

CARRIED

APPROVAL OF STRUCTURE OF ALL CANDIDATES MEETINGS

G. Boone advised that as a candidate in the 2016 elections it would have been helpful to him to have had the platforms of the other candidates running with him sooner regarding the candidate debate. S. Clark advised that this information was available one week prior but that this request would be passed on to PEO'S Communications Department following a review to ensure that this request aligns with the publicity policies.

Action: R. Martin will follow up with the Communications Department regarding the availability of candidate platforms sooner in order to assist candidates prepare for the All Candidate Meetings provided that this aligns with the publicity procedures.

There was some discussion regarding the questions that are presented to candidates during the Candidate debates. S. Clark advised that these questions come from a variety of sources, i.e. members, staff and Council. R. Martin clarified that the moderator has a laptop during the debates and sees the questions live on air in addition to questions that were previously submitted. He further advised that the moderator decides on the questions that will be asked. It was agreed that a sentence be added to item 7 of the 2017 Electronic All Candidate Meeting Protocol which will read "Online tools will be used to facilitate member questions."

Further to a comment from G. Boone that there was no communication to members regarding the forum to submit questions R. Martin replied that this information is provided on many occasions via PEO's website, eBlasts, etc.

Moved by Past President Chong, seconded by President Comrie

That the Structure of All Candidates Meetings be approved as amended.

CARRIED

CESC – CANDIDATE SEARCH UPDATES

D. Adams resumed the role of Chair upon his return to the meeting.

H. Wojcinski referred to Engineers Canada 30 by 30 initiative noting that OSPE is taking the lead on this in Ontario. There were no women running for Council in PEO's 2016 election. She

recommended that both the CESC and RESC agree in principle to encourage female candidates to run for election. She advised that she has reached out to two women so far.

In response to a comment regarding the lack of a job description to outline what being on Council entails S. Clark advised that a Candidate's Guide is available on the website that provides information regarding time commitments, etc.

J. Obaid asked if there was a formalized approach for reaching out to potential candidates. S. Clark advised that CESC and RESC members can encourage potential candidates at meetings, functions, etc.

President Comrie noted that it is challenging for someone who does not have recent Council experience to get elected. Chapter and Committee involvement provides good training for potential Council members.

Action: R. Martin will send the Candidate's Guide to all CESC members.

Further to a comment about the acceptance of electronic signatures on the Nomination Petition Form S. Clark confirmed that electronic signatures are currently accepted.

RESC – CANDIDATE SEARCH UPDATES

N. Takessian provided an update regarding his candidate search activities. He advised that he has recently sent several emails to Chapter Chairs and Vice-Chairs and plans to make personal contact with potential candidates.

M. Wesa advised that he is currently seeking candidates.

There was some discussion regarding sharing of names of individuals that the CESC and RESC have reached out to. It was noted that names would only be shared upon permission of each individual. S. Clark suggested an email chain amongst committee members only for this purpose.

President Comrie stated that he would like to see the committees as pro-active as possible since the goal should be to have multiple good candidates.

DATE OF NEXT MEETING

It was agreed that the next meeting would be scheduled the week of November 7, 2016.

Action: R. Martin will send out a doodle poll to members for November 9 or 10.

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