



# Minutes

A VIRTUAL MEETING of the CENTRAL ELECTION AND SEARCH COMMITTEE was held on Wednesday, September 16, 2020 at 6:00 p.m.

Present: D. Brown, P.Eng., Chair  
M. Sterling, P.Eng., President  
N. Hill, P.Eng., Past President  
S. Baqar Ali, P.Eng.  
C. Lee, P.Eng.  
D. Preley, P.Eng.

Staff: J. Zuccon, P.Eng., CEO & Registrar  
D. Smith, Director, Communications  
R. Martin, Manager, Secretariat  
D. Power, Secretariat Administrator

Guests: A. Elliot, Chief Elections Officer  
P. Broad, P.Eng., Chair, Regional Search and Election Committee (Western Region)  
C. Chiddle, P.Eng., Chair, Regional Search and Election Committee (Eastern Region)  
L. MacCumber, P.Eng., Chair, Regional Search and Election Committee (West Central Region)  
L. Roberge, P. Eng., Chair, Regional Search and Election Committee (Northern Region)

## CALL TO ORDER

Notice having been given and a quorum being present, D. Brown, Chair, called the meeting to order. He asked that the members of the Central Election and Search Committee as well as the Chairs of the Regional Search and Election Committee introduce themselves.

D. Brown reviewed the Central Election and Search Committee Terms of Reference.

## APPROVAL OF AGENDA

Moved by D. Preley, seconded by C. Lee:

**That the agenda be approved as presented.**

**CARRIED**

## CESC ROLES AND RESPONSIBILITIES

R. Martin outlined the roles and responsibilities of the Central Election and Search Committee (CESC) as defined under Regulation 941, an excerpt of which was provided in Appendix A of the agenda package.

A. Elliot provided the committee with an overview of her role as Chief Elections Officer. She indicated that she oversees the election process, answering questions and complaints. PEO staff are not permitted to deal with complaints, these must be referred to the Chief Elections Officer. Furthermore staff are prohibited from interfering with the election in way,

shape or form.

The Chair, in summary, advised that the main roles of CESC is to encourage members to run for election; assist the Chief Election Officer (CEO) as a quasi judicial body if required and to respond to complaints that the CEO may get during the course of the election that is unresolvable at their level or if their resolution is not satisfactory to the candidate then the issue would be escalated to CESC.

## **REVIEW OF 2021 VOTING PROCEDURES AND PUBLICITY PROCEDURES**

A. Elliot advised that election forms are only accepted by email for tracking purposes. Deadlines are critical and forms must be completed in all respects. Signatures may be electronic or hand signed and signing an election form does not mean that the signer endorses the candidate. Members may only be nominated for one position. Once the election form is validated by PEO staff the candidate's name is posted to PEO's website in alpha order once the voting site is established by the official elections agent. If a candidate withdraws, their candidacy cannot be re-instated and their name will remain on the website with a notation that they have withdrawn. Should a candidate withdraw their name they may run for another position but must ensure that the correct form is used and the required signatures for that position are obtained.

Council has approved a travel allowance for candidates attending Chapter events. If Chapters hold an All Candidates meeting they must invite all eligible candidates. Prior approval to hold an All Candidates meeting is required.

A. Elliot advised that voting is conducted by phone or electronic means only. Strict measures are in place to ensure that individuals cannot vote twice. A voter does not have to vote for all categories. A voter may only vote for one person in each category. The number of votes cast weekly are posted on PEO's website.

When asked what committee was responsible for a voter engagement survey, A. Elliot replied that this could go out to members and would form part of the Issues Report. R. Martin added that the CESC could request such a survey. The Chair noted that this was something that the committee could discuss at its next meeting.

When asked about the expectations of CESC members regarding potential candidates the Chair advised that committee members should encourage members in good standing that may be suitable for a role on PEO Council to consider running for election.

Committee members discussed ways to encourage a greater number of candidates to run for PEO Council.

- Cast a broader net...for instance, send a notice to the Institute on Governance of our upcoming elections looking for candidates to run
- National Society of Black Engineers

- .calSES (Indigenous engineers)
- women in nuclear
- women in mining
- Municipal Engineers Association
- Universities and learned societies such as IEEE and CAE

Further to this meeting, Communications will distribute a letter electronically to the various groups noted above, along with a request to share with their members/associates who are licensed by PEO. Communications will also post the letter on the elections page of PEO's website and promote on its social media accounts.

Other suggestions:

- Article or mention in the elections issue of Engineering Dimensions regarding the required or preferred skillsets/competencies to be a good Councillor
- Include a feature on Governance in Engineering Dimensions
- Broaden existing networks but do more in a personal way, i.e. using technology to create videos, personal stories from individuals that have been past in certain positions to understand what that position involves, award winners (OPEA, for example) in PEO's network, etc.
- do some benchmarking around member engagement (voting), set some targets and share this with the membership
- ask Communications to reach out to the Institute of Corporate Directors, Charter Directors and GSI on how to post for PEO's governance renewal process and the skillsets required

R. Martin reviewed the 2021 Publicity Procedures, Appendix C, including the schedule for the elections to the 2021–2022 Council. Candidates have complete control of their material in Engineering Dimensions

R. Martin will send a 2020-21 CESC contact list to all committee members so that members of the committee can communicate between meetings.

**REGIONAL ELECTION AND SEARCH COMMITTEE REPORTS**

Councillors Broad, Chiddle, MacCumber and Roberge provided updates for their perspective regions.

The RESC Chairs were asked to send a list of potential candidates to the CESC Chair.

**OTHER BUSINESS**

It was suggested that lessons learned be obtained from other jurisdictions regarding the election process.

**DATE OF NEXT MEETING**

To be determined.

There being no further business, the meeting concluded.

These minutes consist of four pages.

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D. Brown, P.Eng., Chair

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R. Martin, Manager, Secretariat