



Professional Engineers
Ontario

2024 COUNCIL ELECTIONS CALL FOR CANDIDATES

All PEO licence holders 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 licence holder may be nominated for election to Council as president-elect, vice president or councillor-at-large, by at least 15 other licence holders. The nomination must include at least one licence holder 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 2024.
2. Any licence holder residing in a region may be nominated for election to Council as a regional councillor for that region by at least 15 other licence holders who reside in the region. [Regulation 941/90, s. 14(2)]
 - (a) The position of regional councillor is for a two-year term.

A licence holder nominated for election to Council must complete a nomination acceptance form in which they declare they are a Canadian citizen or have the status of a permanent resident of Canada and are a resident in Ontario [section 3(3) of the *Professional Engineers Act*] and that they consent 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 or the chief elections officer via email at elections@peo.on.ca, or by phone at 416-224-1100; 1-800-339-3716.

Completed nomination petitions and nomination acceptance forms are to be sent only electronically and only to the chief elections officer at elections@peo.on.ca, by 4 p.m. Eastern Time, November 24, 2023. No personal delivery of forms will be accepted. For further information on becoming a candidate, please refer to the 2024 Council Elections Guide posted on PEO's website.

2024 NOMINATION AND VOTING PROCEDURES

The 2024 Voting and Election Publicity Procedures were approved by the Council of PEO on June 23, 2023.

The Election Publicity Procedures form part of these Nomination and Voting Procedures. *Candidates and prospective candidates are responsible for familiarizing themselves with these procedures. Failure to follow these rules or procedures could result in a nomination being considered invalid.*

Candidates and prospective candidates¹ are urged to submit nominations and election material well in advance of published deadlines so that any irregularities may be corrected before the established deadlines. Nominees' names are made available on PEO's website as received; all other election material is considered confidential until published by PEO.

1. The schedule for the elections to the 2024–2025 Council is as follows:

Date nominations open	October 16, 2023
Date nominations close	4 p.m., November 24, 2023
Date PEO's licence holder roster will be closed for the purposes of licence holders eligible to automatically receive election material ²	January 5, 2024
Date a list of candidates and voting instructions will be sent to licence holders	no later than January 12, 2024
Date voting will commence	on the date that the voting packages are sent to licence holders, no later than January 12, 2024
Date voting closes	4 p.m., February 16, 2024

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 licence holders 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.

¹ A "prospective candidate" is someone seeking nomination and a "candidate" is someone whose nomination has been validated.

² Licence holders licensed after this date may call in and request that election information be provided via telephone or, upon prior written consent by the licence holder for use of their email address, via email.

4. A nomination, once withdrawn, may not be re-instated.
5. Nomination papers are to be submitted only by email (elections@peo.on.ca) for tracking purposes. Forms will not be accepted by any other format (e.g. personal delivery, courier, fax). If you have a need for accommodation because of a disability that limits your ability to access electronic communications tools, please contact us via email: elections@peo.on.ca or by telephone: 416-224-1100 or toll-free at 1-800-339-3716 between the hours of 8:30 a.m. and 4:30 p.m.
6. Only nomination acceptance and nomination petition forms completed in all respects, without amendment in any way whatsoever, will be accepted.
7. Signatures on nomination forms may be hand-signed or electronic.
8. Signatures on nomination petition forms do not serve as confirmation that a licence holder is formally endorsing a candidate or prospective candidate.
9. In the event a candidate or prospective candidate changes their mind on a position and decides to run for a different position after submitting nomination forms, a newly completed nomination petition form, in addition to a new nomination acceptance form, will be required to be submitted by the deadline for nominations.
10. Prospective 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 4 p.m. on November 24, 2023. In the event of a dispute as to when the forms were sent vs received, a prospective candidate can provide the Chief Elections Officer with a copy of their email to PEO that would indicate the time the nomination forms were sent from their computer. Material must be received by the deadline unless there are exceptional circumstances which warrant an extension. The Chief Elections Officer should consider on a case-by-case basis whether undue hardship or exceptional circumstances exist and how they should be addressed.
11. A candidate must declare in the Nomination Acceptance Form that they will complete the PEO mandatory compliance training for volunteers, if elected. This compliance training is free and online. This training helps ensure PEO compliance with the *Accessibility for Ontarians with Disabilities Act* and the *Workplace Violence and Harassment requirements of the Occupational Health and Safety Act*. It also minimizes the risk of interruption to Council's work by ensuring those elected for office have completed the requisite training. Those who have already completed PEO's mandatory compliance training for volunteers in previous roles will be considered to have completed the training and will not be required to do them again.
12. A candidate must have completed PEO's "Board Basics" orientation by December 31, 2023. This orientation is free and online. Failure to complete this orientation will result in a notation on the candidates list sent to licence holders and the PEO website indicating that the candidate has failed to comply with this requirement. The orientation must be completed by the deadline unless there are exceptional circumstances which warrant an extension. The Chief Elections Officer should consider on a case-by-case basis whether undue hardship or exceptional circumstances exist and how they should be addressed.
13. Council has appointed a Central Election and Search Committee to:
 - Encourage licence holders 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;
 - Receive and respond to complaints regarding the procedures for nominating, electing and voting for licence holders to the Council; and
 - Conduct an annual review of the elections process and report to the June 2024 Council meeting.
14. 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.
15. Council has appointed a Regional Election and Search Committee for each region to encourage licence holders residing in each region to seek nomination for election to the Council as a Regional Councillor.
16. Council has appointed an independent Chief Elections Officer to oversee the election process and to ensure that nomination, election, and voting are conducted in accordance with the procedures approved by Council.
17. The Chief Elections Officer will be available to answer questions and complaints regarding the procedures for nominating, electing, and voting for licence holders 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).
18. 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.

19. An independent agency has been designated by Council to receive, control, process and report on all cast ballots. This “Official Elections Agent” will be identified to the licence holders with the voting material.
20. If a candidate withdraws their 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 licence holders and shall communicate to licence holders 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.
21. All voting instructions, a list of candidates and their election publicity material will be sent to licence holders by the Official Elections Agent. 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 licence holders 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.
22. Election material sent to licence holders electronically will contain information related to the All Candidates Meetings.
23. 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 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 their email address for this purpose.
24. Elections staff shall respond to any requests for new packages as usual—i.e., if the licence holder advises that they have moved and have not received a package, the licence holder is to be directed to the appropriate section on the PEO website where the licence holder may update their information with Document Management Centre (DMC).
25. DMC staff shall advise elections staff when the licence holder 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.
26. 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 internet and by telephone.
27. Voters need not vote in each category to make the vote valid.
28. PEO will post total votes cast in the election on the PEO website on each Friday of the voting period and will post final vote totals by candidate after voting has closed. No other information related to vote totals will be made available.
29. The Official Elections Agent shall not disclose individual voter preferences.
30. 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.
31. 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 less for that candidate category or where the votes cast between confirming the bylaw and rejecting the bylaw is 25 votes or less.
32. Certification of all data will be done by the Official Elections Agent.
33. On or before the close of nominations on November 24, 2023, the President will appoint three licence holders or Councillors, who are not running in the election, as returning officers to:
 - Approve the final count of ballots; and
 - 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, 2024.
34. Returning officers shall receive a per diem of \$250, plus reasonable expenses, to exercise the duties outlined above.
35. 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.
36. 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.

37. In the event a chapter holds an All Candidates Meeting, the chapter must invite to the meeting all candidates for whom voters in that region are eligible to vote.
38. 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 reimbursed only in accordance with PEO's expense policy.

39. These procedures may only be amended if approved by Council.
40. All questions from, and replies to, candidates are to be addressed to the Chief Elections Officer:

By email: elections@peo.on.ca

2024 ELECTION PUBLICITY PROCEDURES

IMPORTANT DATES TO REMEMBER

Deadline for receipt of publicity materials for publication in <i>Engineering Dimensions</i> and on the PEO website, including URLs to candidates' own websites	4 p.m., December 8, 2023
Deadline for submission of candidate material to eblast to licence holders	1. January 8, 2024—1st eblast 2. January 22, 2024—2nd eblast 3. February 5, 2024—3rd eblast
Dates of ebasts to licence holders	1. January 15, 2024 2. January 29, 2024 3. February 12, 2024
Date of posting period	January 12, 2024 to February 12, 2024
Dates of voting period	January 12, 2024 to February 16, 2024
Dates of All Candidates Meetings	The week of January 1, 2024

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

- These Election Publicity Procedures form part of the Nomination and Voting Procedures. *Candidates are responsible for familiarizing themselves with these procedures. Failure to follow these rules or procedures could result in a nomination being considered invalid.*
- Names of nominated candidates will be published on PEO's website as soon as their nomination is verified.
- Names of all nominated candidates will be forwarded to members of Council, chapter chairs and committee chairs and published on PEO's website by November 27, 2023.
- Should a candidate wish to withdraw from the election, their name will remain on the website and the word "withdrawn" will appear beside their name on the PEO website.
- Candidates will have complete control over the content of all their campaign material, subject to the procedures below, as well as to any applicable legal requirements. Candidate campaign material includes material for publication in *Engineering Dimensions*, additional material on PEO's website, and material on their own websites.
- Candidate material is readily available to the public and should be in keeping with the dignity of the profession at all times. Material may be published with a disclaimer.
- In order to be published by PEO, candidate material must comply with these procedures and with any applicable legal requirements. Prior to candidate material being published by PEO, the Chief Elections Officer must assess the material to determine whether it is compliant. Where the Chief Elections Officer determines candidate material does not comply, the amendment process set out in section 8 should be followed. Where the Chief Elections Officer is of the opinion that candidate material may present a legal risk to PEO, the

Chief Elections Officer should seek legal advice from, or in consultation with, the Chief Legal Officer to assist in determining whether the material should be published. For example, if the Chief Elections Officer is concerned that a post may be libelous or in violation of PEO's human rights obligations, the Chief Elections Officer should consult with the Chief Legal Officer. Depending on the issue, or to avoid any perception of conflict or bias, the Chief Legal Officer may retain external legal counsel on the Chief Elections Officer's behalf. The Chief Elections Officer should provide the candidate an opportunity to amend the materials as set out in section 8. Following the advice of legal counsel, the Chief Elections Officer has the authority to reject the campaign material if the candidate does not amend the non-compliant portion. The Chief Elections Officer should provide reasons to the candidate for the rejection of their material.

8. 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 and any applicable legal requirements. Where it is deemed the material does not satisfy these procedures or any applicable legal requirements, the Chief Elections Officer will, within three full business days from receipt of the material by the Chief Elections Officer, notify the candidate, who is expected to be available during this period by telephone or email. The candidate will have a further two full business days to amend the material to bring it into compliance and advise the Chief Elections Officer of the amendment. Candidates are responsible for meeting this deadline. Should a candidate fail to re-submit material that is compliant within the two-business-day period, the candidate's material will be published with a notation explaining any necessary amendments by staff, or, following legal advice, the Chief Elections Officer may reject it. Where the Chief Elections Officer rejects material, they should provide reasons for the rejection to the candidate.
9. 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.
10. Candidate material for publication in *Engineering Dimensions* and any additional material they wish to publish on the website must be forwarded to the Chief Elections Officer via email at elections@peo.on.ca no later than 4 p.m. on December 8, 2023, and **must be in accordance with these procedures and Schedule A attached.**
11. Candidates have the option of using one of two templates to present their election material in *Engineering Dimensions*. Both templates are included in Schedule A of these procedures. The size of both templates is the equivalent of one-half page, including border, in *Engineering Dimensions*.
 - a. Option 1: Candidates using the blank template will have discretion over the presentation of their material, including but not limited to font style, size and effects. Candidates using the blank template will be permitted to include their portrait within the template.
 - b. Option 2: Candidates using the fillable template must provide responses to the questions provided in the allotted space. The presentation of the fillable template is fixed and no modifications will be permitted. Candidates using the fillable template must submit their portrait separately for insertion into the designated location by PEO staff.
12. Candidates shall not use the PEO logo in their election material.
13. Candidates may include links to PEO publications but *not* a URL link to a third party in their material on PEO's website. Links to PEO publications are not considered to be a third party. For clarity, besides links to PEO publications, the only URL link that may be included in a candidate's material on PEO's website is a URL link to the candidate's own website. URL links to other websites are not permitted.
14. Fundraising requests are not permitted in a candidate's material.
15. If campaign material is submitted by a candidate without identifying information, PEO staff are authorized to contact the candidate and ask if they wish to resubmit material.
16. Candidate publicity material will be published as a separate insert in the Winter 2024 issue of *Engineering Dimensions* and to PEO's website in January 2024. Links to candidate material on PEO's website will be included in any electronic mailing to eligible voters.
17. Candidate material will be considered confidential by PEO staff and access to it will be restricted to only the staff members required to arrange for publication until published on PEO's website. All candidates' material will be published to PEO's website at the same time. This procedure does not apply to candidates, who may publish their own candidate material prior to its publication by PEO and after.
18. 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 material during the posting period.
19. Candidates may post more comprehensive material on their own websites, which will be linked from PEO's website during the posting period. Candidates may include active links to their social media accounts (Facebook, Twitter, LinkedIn, etc.) in material appearing in *Engineering Dimensions*, published on PEO's election site (i.e. the 1000-word additional information

candidates may submit), or included in an eblast of candidate material. Active links to social media accounts other than the candidate's is not permitted.

20. PEO will provide three group email distributions to licence holders of candidate publicity material beyond the material published in *Engineering Dimensions*. Material to be included in an eblast must be submitted to the Chief Elections Officer at elections@peo.on.ca in accordance with Schedule A. In the event of a dispute as to when the material was sent vs received, the material will be accepted only if a candidate can provide the Chief Elections Officer with a copy of their email to PEO sent from their computer indicating a sent time before the deadline.
21. All material for the eblast messages must be submitted in a Word or Word compatible document only and must not be included as part of the message in the transmission email. Candidates should support their submission with a PDF or scan that shows what the final version of the message should look like. Where the email message is received in a font size or style that is different from the specifications, but otherwise meets all the requirements, the Chief Elections Officer may authorize staff to change only the size and font of the material so it conforms to specifications. Unless expressly authorized by the Chief Elections Officer to change font style and size, staff are prohibited from amending material in any way except with the written permission of the candidate.
22. Candidates are responsible for responding to replies or questions generated by their email message.
23. PEO will provide candidates the opportunity to participate in All Candidates Meetings, which will be held at PEO offices during the week of January 1, 2024. Candidates are encouraged to participate. The All Candidates Meetings 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 licence holders announcing that these video recordings will be posted on the PEO website within two business days.
24. Candidate materials from previous elections will remain on PEO's database as part of the record of the election.
25. Caution is to be exercised in determining the content of issues of PEO publications published during the voting period, including chapter newsletters. Editors are to ensure that no candidate is given additional publicity or opportunities to express viewpoints in issues of PEO publications distributed during the voting period from January 12, 2024 until the close of voting on February 16, 2024, beyond their candidate material published in the Winter 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, non-partisan. The above does not prevent 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. *Engineering Dimensions* or other PEO publications may contain articles on why voting is important.
26. Chapters may not endorse candidates, or expressly not endorse candidates, in print, on their websites or through their list servers or at their meetings or activities during the voting period. Where published 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.
27. Candidates may attend chapter annual general meetings and network during the informal portion of the meeting. Candidates are permitted to attend chapter functions in their current official capacity but are prohibited from campaigning while operating in their official capacity.
28. The Central Election and Search Committee is authorized to interpret the voting and election publicity guidelines and procedures and to rule on candidates' questions and concerns relating to them. Any such complaints or matters that the Chief Elections Officer cannot resolve will be forwarded to the Central Election and Search Committee for final resolution.

SCHEDULE A: 2024 ELECTION PUBLICITY PROCEDURES

SPECIFICATIONS FOR CANDIDATE MATERIALS

FORMAT FOR CANDIDATE STATEMENTS IN *ENGINEERING DIMENSIONS*

All submissions will be published with a border. If submissions are received without a border, one will be added as shown on the templates. If submissions do not fit within the chosen template, they will be mechanically reduced to fit.

Option 1: Blank template

Candidates using the blank template to present their material for publication in *Engineering Dimensions* must ensure the content fits in the bordered template provided at the end of these specifications. The template dimensions are 6.531 inches wide and 4.125 inches in height

All material for publication must be submitted as a PDF document, with images in place for reference, and in Word format only, showing where images are to be placed. No other formats will be accepted.

Portraits must also be submitted as specified in the next section.

The publications staff needs both a PDF file and Word file of candidate material so they will know how candidates intend their material to look. If there are no difficulties with the material, the PDF file will be used. The Word file is required in case something isn't correct with the submission (just a bit off on measurement, for example), as it will enable publications staff to fix the problem, if possible. A hard and/or digital copy of a candidate's portrait is required for the same reason and for use on the PEO election website.

Option 2: Fillable template

Candidates using the fillable template must provide responses to the questions provided in the allotted space. The completed template must be submitted as a PDF document.

Portraits must be submitted separately, as specified in the portraits section below and will be added to the template by PEO staff.

The presentation of the fillable template is fixed and no modifications will be permitted.

The profile template will be available on PEO's elections website, www.peovote.ca

A hard and/or digital copy of a candidate's portrait is also required for use on the PEO Elections website.

PORTRAITS/PHOTOGRAPHS

Photographs must be at least 5" x 7" in size if submitted. 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).

Only pictures taken in the last five years will be accepted.

If submitted in digital form, photographs must be JPEG-format files of at least 300 KB but no more than 2MB.

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.

PEO WEBSITE (CANDIDATES' ADDITIONAL INFORMATION)

Candidates may publish additional information on PEO's website by submitting a Word or Word-compatible file of no more than 1,000 words and no more than three non-animated graphics in JPEG or GIF format. Graphics may not contain embedded material.

Candidates may post additional material on their own websites. URLs for candidates' websites must be active by December 8, 2023.

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, besides links to PEO publications, is the URL to the candidate's own website. Candidates may include active links to their social media accounts (Facebook, Twitter, LinkedIn, etc.)

EBLAST MATERIAL

Candidates are permitted a maximum of 300 words for email messages. Messages are to be provided in 11 pt. Arial font; graphics are not permitted. For clarity, a "graphic" is an image that is either drawn or captured by a camera.

HELP

Candidates should contact the Chief Elections Officer (elections@peo.on.ca) if they have questions about requirements for publicity materials.

Option 1: Blank template

Option 2: Fillable template

<div></div>	<p>Name:</p> <p>Employer and position:</p> <p>Degree(s), school(s) attended, year(s) of graduation:</p> <p>Employment history:</p> <p>Participation on PEO Council, committee/task forces, chapters:</p> <p>Other professional affiliations and community service:</p> <p>Years of registration in Ontario:</p>	<p>Candidate statement:</p>
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