

Appendix E: 2025 Nomination and Voting Procedures for Election to the 2025-2026 Council of the Association of Professional Engineers Ontario (PEO)

The 2025 Voting and Election Publicity Procedures were approved by the Council of PEO on June 21, 2024.

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.*

Council is required to appoint an independent Chief Elections Officer to “oversee the nomination of Members for election to the Council and the election of and voting for members to the Council” per 11.1 of Regulation 941 made under the *Professional Engineers Act*. The Chief Elections Officer ensures that nominations, the election, and voting are conducted in accordance with the procedures established by Council.

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 2025-2026 Council is as follows:

Date nominations open	Monday, October 21, 2024
Date nominations close	10 a.m., Monday, November 25, 2024
Date PEO’s membership roster will be closed for the purposes of members eligible to automatically receive election material ²	Friday, January 17, 2025
Date a list of candidates and voting instructions will be sent to members	no later than Monday, January 27, 2025
Date voting will commence	on the date that the voting packages are sent to members, no later than Monday, January 27, 2025
Date voting closes	10 a.m., Monday, February 24, 2025

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

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

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. 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 8:30am and 4:30pm.
6. Only nomination acceptance and nomination petition forms completed in all respects, without amendment in any way whatsoever, will be accepted. Please note that the Chief Elections Officer may validate nominations by contacting nominators.
7. Signatures on nomination forms may be hand-signed or electronic.
8. Signatures on nomination petition forms do not serve as confirmation that a member 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 10 a.m. on November 25, 2024. 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.

Where the Chief Elections Officer has authority to exercise discretion in administering the election, including with respect to the nomination deadline, that discretion shall be exercised in a fair and reasonable manner, within the parameters of their statutory authority and Council-approved procedures, and with a view to maintaining electoral integrity.

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, 2024. This orientation is free and online. Failure to complete this orientation will result in a notation on the candidates list sent to members 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 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;
 - 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 2025 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 members 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 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).
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 members 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 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.

21. All voting instructions, a list of candidates and their election publicity material will be sent to members 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 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.
22. Election material sent to members 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 member advises that they have moved and have not received a package, the member is to be directed to the appropriate section on the PEO website where the member may update their information with Document Management Centre (DMC).
25. 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.
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.
31. The Chief Elections Officer shall proceed with a 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 25, 2024, 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 three weeks following the date set by the Council for the receipt of the ballots.
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. A request for a recount may be made by a candidate to the Chief Elections Officer within two days of the reporting of the election results to the Council and persons nominated for the election. Where the Chief Elections Officer determines, through a fair and impartial application of their discretion, that there is a reasonable and genuine possibility that the result of an election may be incorrect, or where the accuracy of an election is reasonably called into question, the Chief Elections Officer shall proceed with the recount.
37. 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.
38. 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.
39. 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.
40. These procedures may only be amended if approved by Council.
41. All questions from, and replies to, candidates are to be addressed to the Chief Elections Officer:

By email: elections@peo.on.ca