


Edmonton Salutes Committee

Election of the Chair

 Policy Number: GOV-01	Effective Date: March 22, 2019
Title: Procedure for Election of Chair/Vice Chair	Reviewed Date: November 17, 2021

1 Policy

As a Committee duly established by Edmonton City Council, Edmonton Salutes governs itself in accordance with City bylaws and policies. The Edmonton Salutes Bylaw (16675) identifies that the Committee must select a Committee Chair from within its voting members. The procedure that follows identifies what is required of the Chair and how the Chair and Vice Chair are elected.

2 Procedure

2.1 Scope

This policy and procedure applies to all voting members of the Edmonton Salutes committee who are eligible to become the Chair or Vice Chair of the committee.

2.2 Eligibility

All Voting Members of the Edmonton Salutes committee are eligible to serve as Chair, with the exception of the Edmonton City Councillor and any elected officials from other orders of government.

2.3 Non-eligibility

Advisors to the committee and the City of Edmonton staff are not eligible to serve as Chair.

2.4 Responsibility of the Chair

The Chair is responsible to:

- preside over all meetings of the Committee and ensure meetings run smoothly, and that guidelines are respected and followed.
- Ensure orderly deliberation and decision-making;
- Build Committee unity, solidarity and trust;
- Demonstrate personal integrity and ethical leadership;
- Guide the Committee in carrying out its responsibilities;
- Run Committee meetings according to the Committee's procedures/bylaws and rules of order;

- Initiate the proper process and procedure to ensure the Committee successfully fulfils its purpose and responsibilities;
- Encourage participation, ensuring that individuals do not dominate discussions, and that all members may fully engage in deliberations and voting;
- Ensure that the Committee is properly informed on matters of substance;
- Ask questions to make sure all points are covered and understood;
- Summarize discussions noting areas of agreement and disagreement;
- Call for votes on the issue once there has been adequate discussion;
- Act as spokesperson for the Committee

2.5 Term of Office:

- The term of office for the Chair and Vice Chair is two years.
- The term commences as soon as the Chair and Vice Chair are declared elected by Committee members, and ends when the next Chair/Vice Chair is elected, or the current Chair/Vice Chair resigns or is removed, whichever comes first.

2.6 Nominations:

- Nominations, including self-nominations, for the position of Chair/Vice Chair will be called for from among voting Members prior to the commencement of the first Committee meeting of the calendar year
- Signed nominations may be submitted to the Protocol Office no later than the start of the first Committee meeting of the year, in writing, email, or in person
- Nominations will also be called for from the floor on the day of the election
- A nomination will only be valid if the candidate declares at the start of the meeting, or in writing or by email prior to the meeting, that they are willing to assume the role of Chair/Vice Chair if elected.
- Nominations do not have to be seconded
- Candidates do not have to leave the room during nominations, when the vote is taken or when the vote is counted
- The Chair may continue to preside over the meeting even if nominated
- A nomination may be declined
- The vote for the position of Chair/Vice Chair will take place near the start of the first Committee meeting of the year

2.7 Protocol of the Meeting to Conduct Election of the Chair:

- The current Chair will preside over the initial part of the Committee meeting to elect the incoming Chair/Vice Chair
- The job of declaring the result of the ballot resides with the current Chair. This responsibility can be distributed to City of Edmonton administrative staff who assist the Committee
- Immediately following the election of the Chair of the Committee, the elected Chair will assume office and preside over the remainder of the meeting

- Quorum of voting members must be maintained throughout the election process

3 Voting:

- All Voting Members of the Committee are eligible to vote in the election of the Chair/Vice Chair
- Voting Members may only vote once for each office
- Advisors to the Committee and City staff are not eligible to vote
- Any candidate may make a statement to the Committee regarding their candidacy. Such presentations will take no longer than two minutes
- Voting will be by secret ballot
- The Chair shall cast a vote
- Process for tied vote
 - In the event there are more than two candidates running and none receive a majority of affirmative votes, the vote is rerun with only the candidates receiving the two highest vote counts remaining on the ballot
 - The vote is retaken in the event of a tie for first place. If a tie persists after the third vote, a coin toss will be used to determine which candidate is deemed elected
 - A candidate can withdraw at any time from subsequent votes
- To be elected, a candidate must receive votes marked with his or her name from a majority of the voting Committee members in attendance at the Committee meeting.
- Ballots should be cast with the name of an announced candidate or with the word "abstain."
- Pre-voting and voting by proxy are not permitted for election of the Chair/Vice Chair

3.1 Acclamation:

If only one person accepts the nomination for the Chair/Vice Chair position, that person is declared Chair/Vice Chair by acclamation, and it is not necessary to formally vote on the matter

3.2 Record of the Meeting

- The minutes of the Committee meeting will record the names of the candidates nominated for the Chair/Vice Chair position and who the successful candidates are.
- A candidate may request that the statement made to the Committee in respect of their candidature be recorded in the minutes of the meeting.

3.3 Removal of the Chair

The removal of a sitting Committee Chair requires a 2/3 majority vote of all Voting Members present at a duly called meeting.