

Appendix 1 – Election of Standing Committee Chairs / Vice-Chairs and Other Committee Appointments – Voting Procedures

General Rules

- All members present shall vote or will be counted in the negative on a vote.
- Candidates do not need to be present to stand for appointment
- Candidates may withdraw from standing for appointment after any vote.
- Once the process commences, the only motion permitted will be a motion to recess.

Procedures

The City Clerk shall announce the names of the Members to stand for appointment as in the respective position. This declaration may be made in advance of the meeting.

The City Clerk shall announce the names of the candidates standing for appointment. Candidates shall be given two (2) minutes each to speak prior to the first round of voting taking place. The order of speakers shall be in alphabetical order of surnames.

The City Clerk shall call each candidate alphabetically according to the candidates' surnames.

If there is more than one candidate, voting members shall rise to indicate their vote for each candidate.

There shall be one candidate vote per member per round of voting for each appointment. A member's first vote is deemed to be the member's vote. If a member votes a second time in the same round of voting, the City Clerk shall advise the member and the member's vote will not count.

The City Clerk shall record the votes and announce the results verbally at the end of each round of voting.

One Candidate:

The candidate requires a majority of votes to be appointed.

Two Candidates Only:

The candidate who receives the majority of votes is appointed.

Three or More Candidates:

The candidate who receives the majority of votes is appointed. If no candidate receives a majority of votes, then the candidate with the least number of votes will be excluded from subsequent voting and Council will proceed with the next round of voting. If there is a tie for least number of votes cast, the City Clerk shall draw by lot the name of the candidate to be excluded from subsequent rounds of voting.