

District Election Procedure

1. District Elections: Each District election of officers, Directors and Council delegates (each a “**position**”) is conducted in accordance with this Procedure. The Chair of the OMA Board of Directors (“**Chair**”) shall preside over all District elections. In the event the Chair is unable to act, the President-Elect of the OMA shall perform the duties of the Chair under this Procedure. The Chair may at any time appoint a scrutineer to assist him or her.

A member may only run for and vote in elections in the District in which he or she is a member. A member may run for no more than one officer position, one Director position and one delegate position in an election. For clarity, a member may run in more than one election e.g. a member may run for Chair and a delegate position or a member may run for all three positions. However, a member may not run for both the Chair and Secretary offices or in two delegate position in an election.

2. Interpretation: In this Procedure, all references to,

- a. a member shall mean a member of the District in good standing as the date of the reference,
- b. dates shall mean by 5:00 p.m. Eastern Time on that date, unless a different time is set.
- c. a date that falls on a weekend or statutory holiday shall be deemed to be the next business day after that date, and
- d. sending information to members means by electronic means except where this procedure states otherwise.

3. Election Date: Each District Election is held on January 30th each year.

4. Notice of Election: On November 15th, the OMA shall send a notice to each member of each District to advise them of the,

- a. **Nominations Period,**
- b. **Voting Period,**
- c. **Election Date,** and
- d. online address for information.

The Notice of Election will be sent by e-mail to members who have provided the OMA with an e-mail address. If a member has not provided the OMA with an e-mail address, the OMA will mail the member the Notice of Election.

5. Nominations: All nominations must be submitted electronically. A nomination may be submitted by

- a. Nominating Sub-Committee for Director positions until November 29th
or
- b. candidate until December 15th (together the “**Nominations Period**”)

The OMA will post online each nomination received once it has been validated as being compliant with this Procedure and OMA by-laws.

6. Voters' List: The **Voters' List** is fixed on December 15th.

7. Acclamation: When the number of valid nominations received by December 15th for a position in an election is equal to or less than the number of persons to be elected to that position in the election, the Chair will declare those candidates to be elected to that position and the result shall be posted in accordance with section 14.

8. Candidate's Statement

When an election is required for a position, each candidate may submit online on or before January 4th a **Candidate's Statement**. This statement may include,

- a. written text, and
- b. a photograph of the candidate.

Candidates' Statements shall not reference the nominations of the Nominating Sub-Committee.

9. Notice of Voting: If an election is required for a position, the OMA shall send on January 15th a **"Notice of Voting"** to each member of the District stating the,

- a. **Voting Period**,
- b. member's authentication method,
- c. instructions for accessing the website and each **Candidate's Statement**, and
- d. **Election Date**.

If a member of a District cannot vote online, the member may request up until January 18th that the OMA mail them an election package containing a paper ballot and a return envelope.

10. Voting Period: The OMA will accept votes from members of the District from January 15th until 2:00 pm on January 30th.

11. Posted Election Materials: For each election for a position, the OMA shall post online,

- a. the list of candidates for the position, which shall indicate if a candidate is the incumbent,
- b. instructions for voting, and
- c. the Candidate's Statements.

Should a candidate drop out of an election during the **Voting Period**, the OMA will remove their name from the online ballot. Members who voted for the candidate will not be allowed to recast their vote.

12. Other OMA Communications: From December 15th until the end of the **Voting Period**, the OMA will not disseminate to members of the District by any means,

- a. the report of the Nominating Sub-Committee or any other information regarding its nominations, or
- b. any communications that support any candidate, such as candidate campaigns and candidate support communications.

Any question concerning whether a communication satisfies this restriction shall be referred to the Chair of the Members Communication Public Affairs Advisory Committee for decision.

13. Election: In the event of a tie vote, the Chair shall, in the presence of the Chief Executive Officer, break the tie by a coin toss.

Election of Officers and Directors

After the end of the **Voting Period**, the Chair shall declare the candidate who received the largest number of votes in the election as having been elected to the position.

Election of Delegates and Alternate Delegates

After the end of the **Voting Period**, the Chair shall rank the candidates in order of the number of votes they received. The Chair shall declare elected the number of delegates to be elected in the election from the top of the list. The Chair shall then declare elected the number of alternate delegates to be elected in the election proceeding down the list.

The alternate delegates shall be ranked in accordance with the number of votes they received. Should one of the delegates not be able to attend a Council meeting, the OMA shall offer the opportunity to attend to the alternate delegate who received the highest number of votes. Should that alternate delegate not be able to attend, the OMA shall then offer the opportunity to attend to the alternate delegate who received the next highest number of votes. The OMA shall repeat this process until an alternate delegate is found to replace the delegate at that Council meeting.

14. Election Results: The OMA will post the name of the winner of each election on the member side of the OMA website and the number of,

1. eligible voters,
2. participating voters,
3. spoiled ballots,
4. number of electronic votes cast and
5. number of mail votes cast.

The OMA will make the vote counts for elected positions available to members upon request.

15. Candidate-Requested Recount: Any candidate may request a recount of the ballots within **20 days** after the Election Date by delivering to the OMA:

- 1) a written request for a recount, and
- 2) a \$200 deposit.

The Chair of the Board shall conduct the recount within **15 days** after the date of delivery of the request and deposit. If the recount changes the result of an election, the deposit shall be returned to the candidate. The recount shall be presided over by the Chair of the Board.

16. Ballots

All ballots shall be destroyed 45 days after the election.

OMA Board

Approved: July 31, 1992

Amended: July 24, 2002

Amended: March 24-25, 2010

Approved: October 13-14, 2010

Approved: September 18-19, 2013

Amended: September 17, 2015

Amended: February 4, 2016

Amended: September 15, 2016

Amended: November 9, 2016

Amended: October 24, 2018

Amended: December 12, 2018