



## Election Procedures Handbook of the Alberta Urban Municipalities Association

This handbook details the procedures for conducting elections at the AUMA Annual Convention. The handbook is intended to ensure the fair and consistent conduct of these elections by recording the procedures to be followed, rules, methods of voting, and forms to be used in compliance with the bylaws of the AUMA.

This handbook follows the format of the Local Authorities Election Act (Chapter L-21, RSA 2000) and wherever this handbook does not address a circumstance that “ACT” shall be referenced by the Returning Officer in arriving at a determination.

The major sections of this handbook are:

PART I - General Provisions; Nominations;

PART II – Electronic Voting Procedures;

PART III – Paper Ballot Voting Procedures.

The election forms are included in the Appendices.

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	Date
ISSUED	December 20, 2011

## Definitions

For the purposes of conducting elections at the AUMA Annual Convention:

- (a) **"AUMA"** means the Alberta Urban Municipalities Association.
- (b) **"Ballots"** means the ballots prescribed by the Returning Officer.
- (c) **"Bylaws"** means the bylaws adopted and in effect for the AUMA
- (d) **"Board"** means the Board of Directors of the AUMA outlined in the bylaws.
- (e) **"Chief Executive Officer"** means the Chief Executive Officer of the AUMA.
- (f) **"Director"** means a member of the Board of Directors.
- (g) **"elected official"** means a member of a council, including a chief elected official.
- (h) **"Electoral Zones"** means the areas of the province defined by the bylaws for the purpose of selecting Town and Village directors. The three zones currently are known as: East, West, and South, and are divided along the 114<sup>th</sup> longitude (Fifth Meridian) and the 9th baseline (*see Appendix A*).
- (i) **"membership classification"** means: cities over 500,000 population; cities up to 500,000 population; towns; villages; and summer villages (*see Bylaws, Article 3.04*).
- (j) **"Voting Delegate"** means a person eligible to vote at an election at an AUMA Annual Convention
- (k) **"registration desk"** means the AUMA convention registration desk as established at the site of the convention.

## General Provisions

**Elections will be conducted according to Part II unless a significant technological failure requires the use of paper ballots.**

The Returning Officer is appointed annually by the Board of Directors and is solely responsible for the conduct of AUMA elections (*see Bylaws, Article 7.01*)

The positions for which elections are to be held and the term of office are established in the Bylaws (*see Bylaws, Article 8.07*). The following positions are elected at each annual convention for a one year term of office (*see Appendix D and E*):

- (a) President;
- (b) one Vice-President for each membership classification (summer villages are included with villages for purposes of electing a Vice-President [*see Bylaws, Article 6.04*])

The following Directors are elected for a two year term at Conventions held in **odd numbered years** (*see Appendix B*):

- (a) 2 from cities up to 500,000 population
- (b) Towns East
- (c) Villages South
- (d) Summer Villages

In addition the Cities over 500,000 population will each appoint one Director for a two year term.

The following Directors are elected for a two year term at Conventions held in **even numbered years** (*see Appendix C*):

- (a) 1 from cities up to 500,000 population
- (b) Towns West and South
- (c) Villages East and West

In addition the Cities over 500,000 population will each appoint two Directors for a two year term (so that each Director has a staggered term of office) and each will appoint one of those Directors as an AUMA Vice-President.

## Important Dates and Times for 2012 Elections

### Election of President

**Nomination Deadline:** Nominations must be received in the AUMA office by **4:30 p.m. Thursday September 13, 2012.**

**Nominated Candidates for President** are asked to be at the front of the convention hall at the time of the Returning Officer report during the Annual General Meeting to draw for speaking order.

**Election: 9:00 a.m. Friday, September 28, 2012.** The candidates for President will address the delegates. Immediately following the addresses, the Returning Officer will conduct the vote.

### Election of Directors

**Nominations Deadline:** Nominations must be received in the AUMA office by **4:30 p.m. Thursday September 13, 2012.**

**All nominated candidates for director positions** are asked to be at the front of the convention hall at the time of the Returning Officer report during the Annual General Meeting to draw for speaking order.

**Election: Immediately following President Election (Friday).**

### Election of Vice-Presidents

Nominations will be received at any time until after the election of directors for each category of municipality.

**Elections:** Friday morning as scheduled in the convention program.

**If any election is decided by acclamation, the returning officer will proceed immediately to the next election.**

If a vacancy occurs in a Board position (which is not available for election that year) between the nomination deadline and the close of the Convention, the returning officer, after consulting with the Chief Executive Officer regarding the convention agenda, will establish and announce a deadline time for the receipt of nominations and a time for election of a person to fill the vacancy.

### Responsibility of Officials

The responsibilities of the **Returning Officer** are to:

- i) develop and publish an Election Procedures Handbook,
- ii) appoint sufficient Deputy Returning Officers, Election Clerks, and other persons required to conduct the election,
- iii) ensure a sufficient supply of nomination papers and other necessary materials and facilities to conduct the elections,
- iv) receive and accept nominations,
- v) chair the speeches by candidates,
- vi) declare acclamations and election results,

and if the election is conducted under **Part II**

- x) ensure a sufficient supply of voting keypads,
- xi) ensure the provision of voting instructions to each registered voting delegate,
- xii) determine the vote counts, announce the results, and authorize destruction of the electronic vote count records.

and if the election is conducted under **Part III**

- xiii) ensure a sufficient supply of ballot boxes,
- xiv) ensure the provision of one ballot book and voting instructions to each registered voting delegate,
- xv) the accurate count of ballots,
- xvi) determine the vote counts, announce the results, and authorize the destruction of ballots

The responsibilities of a **Deputy Returning Officer** are to:

- i) supervise the Election Clerks,
- ii) assist the Returning Officer as required.

The responsibilities of an **Election Clerk** are to:

- i) explain the election framework and voting procedures to individual delegates,
  - ii) monitor the time of candidate speeches,
- and if the election is conducted under **Part III**
- iii) receive ballots delivered by delegates, ensuring there is one ballot per delegate and depositing the ballots in the ballot boxes,
  - iv) conduct the ballot count,
  - v) any other thing directed by the Returning Officer or Deputy Returning Officer for the conduct the elections.

AUMA may enter into an agreement with the Local Government Administration Association for the naming of persons to serve as Deputy Returning Officers and Election Clerks and for any other matter relating to the conduct of the elections.

### **Election Expenses**

Election expenses incurred by a candidate prior to or during service on the Board will not be reimbursed the AUMA.

### **Advertising**

Candidates are permitted to advertise or promote their nomination in any manner they wish, **except for**

- (a) advertising within 20 feet of the registration desk or which in any way obstructs the registration area,
- (b) posted advertising inside any rooms where official or business sessions of the convention occur, or
- (c) advertising in any manner that contravenes any rules of the operator of the facility in which the election is being held.

Where a person displays any form of advertising or promotion material not permitted, the Returning Officer may have it removed. The candidate is responsible for any clean up costs.

## **Nominations**

### **Eligibility**

A person is eligible for nomination who

- (a) is an elected official of a Regular Member in good standing in the relevant classification, and
- (b) has completed a Nomination Paper.

The persons eligible for nomination as Vice-President for each category of municipality are persons who have been elected as Directors for the category.

### **Nomination Paper**

All nominees must file a completed prescribed Nomination Paper for each position the nominee wishes to contest (*see Appendices B, C, D and E*). For example a nominee could file Nomination Papers for President, Director and Vice-President.

The Nomination Paper for President must be signed by five other elected representatives from a Regular Member(s) who are eligible to vote in the election for President. The Nomination Paper for all other positions must be signed by two other elected representatives from a Regular Member(s) who are eligible to vote in the election for the position.

The Candidate's Acceptance portion of the Nomination Paper includes a statement that the candidate has read and understands the Information Package.

Nomination Papers are available on the AUMA web site and from the AUMA office.

### **Nomination Deadlines**

Completed Nomination Papers for candidates for President and Directors must be received in the AUMA Office by 4:30 p.m. on Thursday, September 13, 2012.

### **No Nomination Papers will be accepted after the deadline.**

Nominations for Vice-Presidents for each category of municipality, other than cities over 500,000 population, are held after the director elections for the category have been completed. Nomination forms may be filed in advance.

### **Insufficient Nominations**

If there are no candidates for certain positions on the Board following the nomination deadline, the Returning Officer will issue a further call for nominations with a nomination deadline of 4:30 p.m. on the day before the elections are to be held.

If there are still no nominations, the new Board once duly convened shall appoint a person to fill such vacancies. (see Bylaws, Article 8.10). The person appointed must be a person who would be eligible for nomination if an election was held.

#### **Late Vacancy**

If a vacancy occurs in a board position between the nomination deadline and the close of the convention, the Returning Officer, after consulting with the Chief Executive Officer regarding the convention agenda, will establish and announce a deadline time for the receipt of nominations and a time for a by-election to fill the vacancy.

#### **Acclamation**

If at the close of nominations the number of persons nominated for any office is no more than the number required to be elected, the Returning Officer or the Deputy Returning Officer shall declare the persons nominated to be elected by acclamation to the offices for which they were nominated.

#### **Withdrawal of Nomination**

A person who has filed a completed nomination paper may withdraw the nomination at any time prior to the official opening of the Convention at which the election is to be held.

If the number of remaining nominees exceeds the number of persons to be elected for the position, the Returning Officer will proceed with the election. If the number of remaining nominees is equal to the number of persons to be elected to the position, the Returning Officer will declare those persons elected by acclamation. If the number of remaining nominees is less than the number of persons to be elected to the position, the Returning Officer will re-open nominations with a deadline of 4:30 p.m. on the day before the day on which the elections are to be held.

#### **Presentation & Speeches of Candidates**

Where an election is required, candidates will be asked to meet with the Returning Officer at a time to be announced to draw lots to choose the order of speaking.

Each candidate will have the following times:

- (a) in the election for president, up to five minutes, and
- (b) in all other elections, up to three minutes to address delegates.

The names of the candidates shall be printed/displayed to the delegates in alphabetical order.

## **Part II - Electronic Voting Procedures**

Unless a significant technological failure requires the use of paper ballots, elections are to be conducted using electronic voting, and this Part applies to the conduct of the election.

#### **Voting Keypads**

The delegates, when registering at the convention, will receive a voting keypad programmed to allow:

##### ***President***

- (a) each delegate to vote once for president;

##### ***Directors (in the year in which the position is open for election)***

- (b) each delegate from a city up to 500,000 population to vote for up to three cities directors;
- (c) each town delegate to vote for one town director from those candidates from the same electoral zone as the voting delegate's municipality;
- (d) each village delegate to vote for one village director from among those candidates from the same electoral zone as the voting delegate's municipality;
- (e) each summer village delegate to vote for one summer village director.

##### ***Vice-Presidents***

- (f) each delegate from a city up to 500,000 population to vote for one Vice President – Cities up to 500,000
- (g) each town delegate to vote for one Vice President -Towns;
- (h) each village and summer village delegate to vote for one Vice President - Villages/Summer Villages.

## Order of Elections

When using electronic voting, all elections for all positions are conducted in the plenary meeting room. The order in which the elections will be conducted is:

- (a) President
- (b) Director(s) Cities under 500,000 population
- (c) Director(s) Towns
- (d) Director(s) Villages
- (e) Director Summer Villages
- (f) Any Director by-election required
- (g) Any other elections (such as Class D ACFA Director nominee) that may be required
- (h) Vice-President Cities under 500,000 population
- (i) Vice-President Towns
- (j) Vice-President Villages and Summer Villages

## Time to Vote

Voting will follow immediately after the candidate speeches. One minute will be allowed for each vote. The time remaining in the voting period will be displayed on the screen.

## Individual Voting

There is neither advance voting nor proxy voting in any of the convention elections. Each registered voting delegate must enter his or her own vote into the voting keypad.

If a registered voting delegate is physically incapable of using the voting keypad, that delegate may request a Deputy Returning Officer to enter the vote as the delegate directs.

If a member municipality is unable to send any elected official to the convention, the council may by motion designate an appointed official of the municipality as its representative. That official may participate fully in the Convention but does not have the right to vote. (see Bylaws, Article 12.06)

## Secrecy of Vote

Voting by entering a vote into the voting keypad is the electronic equivalent of a secret ballot.

A Deputy Returning Officer who enters a vote for a registered voting delegate who is physically incapable of using the voting keypad must keep the entering secret.

## Entering of Vote

Voting delegates are to enter their votes by pressing the number on the electronic keypad which has been assigned to the candidate for whom they wish to vote.

A delegate may change his or her vote during the time that voting is open by pressing another number. **The last number pressed at the time voting closes is the vote which will be recorded in the system.**

In odd numbered years, when delegates from cities under 500,000 population are voting for more than one director, eligible delegates will vote twice. In the first vote, these delegates will enter the number of one candidate for whom they wish to vote. In the second vote, delegates will enter the number of one the remaining candidates for whom they wish to vote as the second Director. The keypads will be programmed so that if a delegate votes for the same candidate in both votes, the second vote will not be counted. The number of votes for each candidate in both votes will be totalled. The two persons receiving the highest number of votes will be declared elected.

## Replacement of Voting Keypad

A voting delegate whose electronic keypad malfunctions during the voting period shall immediately inform a Deputy Returning Officer. The Deputy Returning Officer will inform the Returning Officer, provide the delegate with a paper ballot on which to write the name(s) of the candidate(s) for whom the delegate wishes to vote. The Deputy Returning Officer will deliver the completed ballot to the Returning Officer, who will add the vote(s) to the electronic count before announcing the result of the vote.

### **Voting Closure**

The electronic voting system will sound a tone or a bell will be rung at the beginning of the voting period. Voting will remain open for one minute and a display on the screen will indicate the time remaining in the voting period. The electronic voting system will sound a tone or a bell will be rung at the end of the voting period. The Returning Officer will declare that the voting is closed.

If a delegate is in the course of obtaining a replacement voting keypad when the voting closes, the Returning Officer will instruct the voting system technician to leave the system open for the replacement keypad only.

## **Post Vote Procedures**

### **Counting of Votes**

Immediately after the closure of voting, the electronic voting system will tally the votes cast for each candidate.

### **Vote Count to Returning Officer**

The technician will display the vote count on the screen.

### **Election Results**

The Returning Officer will declare the candidate receiving the highest number of votes to be elected. In the case of the election of two Directors for Cities up to 500,000 population in odd-numbered years, in the first vote the person receiving the highest number of votes shall be declared elected to one of the positions and in the second vote the person receiving the highest number of votes among the remaining candidates shall be declared elected to the second position.

### **Equality of Votes**

If two or more candidates have an equal number of votes, the Returning Officer shall declare the tie. The Returning Officer will then write the names of those candidates separately on blank sheets of paper of equal size and of the same colour and texture, and after folding the sheets of paper in a uniform manner so that the names are concealed, shall deposit them in a receptacle and direct some person to withdraw one of the sheets. The Returning Officer shall declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate(s).

### **Declaration of Vote Results**

The Returning Officer shall declare the name(s) of the person(s) elected

- (a) for the position of President before the elections for Directors.
- (b) for the positions of Directors before elections for Vice-Presidents.
- (c) for the positions of Vice President.
- (d) for any other position at the conclusion of the election.

### **No Recount**

Under no circumstances shall a recount be undertaken.

### **Destruction of Electronic Vote Count Records**

The Returning Officer, upon declaration of election results will advise the voting delegates of the intention to destroy the electronic vote count records. Following this notice, the Returning Officer shall witness the destruction of the records.

## **Controverted Elections**

### **Objection**

Where a candidate or Voting Delegate presents an objection to the Returning Officer that the election was controverted to the degree of bearing on the outcome, the Returning Officer shall immediately determine if the objection is, or likely is, valid.

The scope of such objections includes, but is not strictly limited to, inappropriate Nomination Papers, the use of a delegate's voting keypad by a person other than the delegate to whom it was assigned, bribery or undue influence of delegates and impropriety of election officials or officers.

An objection related to an alleged impropriety of the Returning Officer shall be filed with the Chief Executive Officer and in that case the Chief Executive Officer shall undertake the functions of the Returning Officer described under the headings "Minor Objection" and "Action on Objections".

### Minor Objections

The following objections presented to the Returning Officer may be considered not relevant to the outcome of the election but might be addressed by the Returning Officer if found to be valid:

- (a) a voting keypad was used by a person other than the delegate to whom it was assigned
- (b) the advertising restrictions were violated;
- (c) the candidates' names were not listed in alphabetical order.
- (d) a candidate's surname was misspelled on a ballot or other document.

### Action on Objections

Any objection or minor objection must be presented to the Returning Officer within one hour of the election. Where a valid objection exists which could have altered the outcome of the election, the Returning Officer shall advise the Convention, or if the Convention is concluded, advise the Board of that determination. In either instance, the Board shall have the authority to overturn the elections to the extent controverted, and may appoint the new Director(s), as they see proper. This action will be made known to the membership

## Part III - Paper Ballot Voting Procedures

If a significant technological failure requires an election to be conducted using paper ballots, this Part applies to the conduct of the election. Because the use of paper ballots would be the result of an unanticipated significant technological failure, the Returning Officer has authority to modify the procedures in this Part as required by the circumstances existing at the time of the election.

### Election Clerks

If paper ballot voting is required, all available municipal administrators in attendance at the convention will be invited to serve as election clerks.

### Ballots

The Returning Officer will ensure the availability of sufficient ballots to allow:

#### *President*

- (a) each delegate to vote once for president;

#### *Directors (in the year in which the position is open for election)*

- (b) each town delegate to vote for one town director from those candidates from the same electoral zone as the voting delegate's municipality;
- (c) each village delegate to vote for one village director from among those candidates from the same electoral zone as the voting delegate's municipality;
- (d) each summer village delegate to vote for one summer village director.

#### *Vice-Presidents*

- (e) each delegate from a city up to 500,000 population to vote for one Vice President – Cities up to 500,000
- (f) each town delegate to vote for one Vice President -Towns;
- (g) each village and summer village delegate to vote for one Vice President - Villages/Summer Villages.

Ballots for any position subject to the nomination deadline shall be printed in the following format:

#### **(POSITION) ELECTION**

Vote for one person

	<b>ADAMS</b> Mayor Adam
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	<b>JONES</b> Deputy Mayor Bill
--	--------------------------------

	<b>SMITH</b> Councillor John
--	------------------------------

The candidates' names will be displayed in alphabetical order of the surnames.

Since a person must be a Director before being eligible to be nominated as Vice-President, the ballot for Vice-President positions will be blank and delegates will be asked to print the surname of the candidate for whom they are voting on the ballot.

### **Preparation to Elect**

The Returning Officer or the Deputy Returning Officer shall ensure an adequate number of ballot boxes is available.

The directions for proceeding to deliver ballots shall be announced by the Returning Officer or the Deputy Returning Officer. The instructions for completion of ballots will also be explained to delegates at this time.

### **Time to Vote**

Where elections are required, sufficient time will be set aside in the convention program solely for the voting.

### **Individual Voting**

There is neither advance voting nor proxy voting in any of the convention elections. Except as provided below, each registered voting delegate must deliver his or her own ballot to the ballot box.

If a registered voting delegate is physically incapable of marking the ballot, that delegate may request an Election Clerk to mark the ballot as the delegate directs.

If a member municipality is unable to send any elected official to the convention, the council may by motion designate an appointed official of the municipality as its representative. That official may participate fully in the Convention but does not have the right to vote. (see Bylaws, Article 12.06)

### **Secrecy of Vote**

Voting is by secret ballot.

An Election Clerk who marks a ballot for a registered voting delegate who is physically incapable of marking the ballot must keep the marking secret.

### **Marking of Ballot**

Voting delegates are to mark their ballots by legibly identifying the full name or the surname to the candidate they choose.

Where there is more than one Board position being voted for on one ballot, it is not necessary to vote for the multiple positions to maintain the validity of the ballot.

### **Deposit of Marked Ballot**

After marking a ballot, the voting delegate shall fold the ballot so as to conceal the names of the candidate(s) voted for and deposit the marked ballot in a ballot box.

### **Deemed Voting**

When a delegate deposits the ballot in the ballot box or presents a ballot to the Election Clerk for deposit in the ballot box, the delegate is deemed to have voted.

### **Replacement of Spoiled Ballot**

A voting delegate who has inadvertently dealt with a ballot in a manner that it cannot be conveniently used as a ballot may, on presenting it to the Returning Officer or the Deputy Returning Officer and signing a declaration, receive another ballot in the place of the ballot so returned. (*see Appendix F*)

The Returning Officer or the Deputy Returning Officer shall write the word "spoiled" on the returned ballot and shall preserve it until the declaration of the election results.

### **Voting Closure**

When it appears evident all those present in the voting room who wish to vote have done so, the Returning Officer or the Deputy Returning Officer will declare that the voting is closed.

## **Post Vote Procedures**

### **Counting of Votes**

Immediately after the closure of voting, the Returning Officer, the Deputy Returning Officers and the Election Clerks shall proceed to a private room designated for vote counting and begin the process of counting.

### **Attendance at Counting**

In addition to the Returning Officer, Deputy Returning Officers and Election Clerks, each candidate may identify one agent (*see Appendix G*) who also may be in the counting room.

### **Process of Counting**

The Election Clerks shall, in teams of three, open the ballot boxes and count ballots. Among the teams of three, one clerk shall read the names from the individual ballots, while the other two independently record each vote on counting sheets. (*see Appendix H*)

Any agents present may observe this process.

When the Election Clerks are unclear as to the acceptability of any ballot, the Returning Officer will make a judgement as to the voting delegate's intention.

Upon conclusion of counting, and once the Election Clerks arrive at consistent counts, they shall affix their signature on the count sheets and forward them to the Returning Officer.

### **Void Ballots**

A ballot is clearly void and shall not be counted if:

- (a) it is blank;
- (b) anything is marked on the ballot to identify the voting delegate;
- (c) the markings cannot legibly be distinguished as the name of a particular candidate.

### **Compiled Void Ballots**

The Returning Officer or his designated Election Clerk shall mark void ballots with the word "void" and retain them until the election results have been made known.

### **Returning Officer Determining Vote Results**

The Returning Officer shall compile the vote results recorded on all of the count sheets and determine the vote results. If it appears advisable, the Returning Officer may conduct a recount prior to determining the vote result of any election.

### **Election Results**

The candidates receiving the highest number of votes shall be declared by the Returning Officer to be elected.

### **Equality of Votes**

If the Returning Officer determines that two or more candidates have an equal number of votes, the Returning Officer shall declare the tie. The Returning Officer will then write the names of those candidates separately on blank sheets of paper of equal size and of the same colour and texture, and after folding the sheets of paper in a uniform manner so that the names are concealed, shall deposit them in a receptacle and direct some person to withdraw one of the sheets. The Returning Officer shall declare the candidate whose name appears on the withdrawn sheet to have one more vote than the other candidate(s).

### **Declaration of Vote Results**

The Returning Officer or the Deputy Returning Officer shall declare the name(s) of the person(s) elected

- (a) for the position of President before the elections for Directors.
- (b) for the positions of Directors before elections for Vice-Presidents.
- (c) for the positions of Vice President.
- (d) for any other position at the conclusion of the election

### **No Recount After Declaration**

Under no circumstances shall a recount be undertaken once the election results are announced. If an objection is found to be valid, the Returning Officer will determine if the seat in question will be declared vacant.

### **Disposal of Ballots**

The Returning Officer, upon declaration of election results will arrange the destruction of the valid, void and any surplus ballots.

## **Controverted Elections**

### **Objection**

Where a candidate or Voting Delegate presents an objection to the Returning Officer that the election was controverted to the degree of bearing on the outcome, the Returning Officer shall immediately determine if the objection is, or likely is, valid.

The scope of such objections includes, but is not strictly limited to, inappropriate Nomination Papers, the use of false ballots, bribery or undue influence of delegates and impropriety of election officials or officers.

An objection related to an alleged impropriety of the Returning Officer shall be filed with the Chief Executive Officer and in that case the Chief Executive Officer shall undertake the functions of the Returning Officer described under the headings "Minor Objection" and "Action on Objections".

### **Minor Objections**

The following objections presented to the Returning Officer may be considered not relevant to the outcome of the election but might be addressed by the Returning Officer if found to be valid:

- (a) a delegate voted twice;
- (b) the advertising restrictions were violated;
- (c) the ballots or other documents did not list the candidates' names in alphabetical order of surnames;
- (d) a candidate's surname was misspelled on a ballot or other document.

### **Action on Objections**

Any objection or minor objection must be presented or mailed to the attention of the Returning Officer within 15 days of the election. Where a valid objection exists which could have altered the outcome of the election, the Returning Officer shall advise the Convention, or if the Convention is concluded, advise the Board of his determination. In either instance, the Board shall have the authority to overturn the elections to the extent controverted, and may appoint the new Directors, as they see proper. This action will be made known to the membership..



## Electoral Zones

### Town Zones

Towns East Zone	
Athabasca	Millet
Bashaw	Morinville
Beaumont	Mundare
Blackfalds	Ponoka
Bon Accord	Provost
Bonnyville	Redwater
Bruderheim	Sedgewick
Castor	Smoky Lake
Coronation	Stettler
Daysland	St. Paul
Elk Point	Tofield
Gibbons	Trochu
Hardisty	Two Hills
Innisfail	Vegreville
Killam	Vermilion
Lamont	Viking
Legal	Wainwright

Towns West Zone	
Barrhead	Mayerthorpe
Beaverlodge	McLennan
Bentley	Onoway
Bowden	Peace River
Calmar	Penhold
Devon	Rainbow Lake
Drayton Valley	Rimbey
Eckville	Rocky Mountain House
Edson	Sexsmith
Fairview	Slave Lake
Falher	Spirit River
Fox Creek	Stony Plain
Grande Cache	Swan Hills
Grimshaw	Sylvan Lake
High Level	Valleyview
High Prairie	Wembley
Hinton	Westlock
Jasper	Whitecourt
Manning	

Towns South Zone			
Banff	Crossfield	Okotoks	Three Hills
Bassano	Crowsnest Pass	Olds	Turner Valley
Black Diamond	Didsbury	Oyen	Vauxhall
Bow Island	Drumheller	Picture Butte	Vulcan
Canmore	Fort Macleod	Pincher Creek	
Cardston	Granum	Raymond	
Carstairs	Hanna	Redcliff	
Chestermere	High River	Redwood Meadows	
Claresholm	Irricana	Stavely	
Coaldale	Magrath	Strathmore	
Coalhurst	Milk River	Sundre	
Cochrane	Nanton	Taber	

**Village Zones**

Villages East Zone	
Andrew	Heisler
Alliance	Holden
Amisk	Hughenden
Botha	Innisfree
Boyle	Irma
Chauvin	Kitscoty
Chipman	Lougheed
Clyde	Mannville
Consort	Marwayne
Czar	Myrnam
Dewberry	Paradise Valley
Edgerton	Strome
Forestburg	Veteran
Galahad	Vilna
Glendon	Wasketnau
Halkirk	Willingdon

Villages West Zone	
Alberta Beach	Gadsby
Alix	Girouxville
Bawlf	Hay Lakes
Berwyn	Hines Creek
Big Valley	Hythe
Bittern Lake	Nampa
Breton	New Norway
Caroline	Rosalind
Clive	Ryley
Delburne	Rycroft
Donalda	Spring Lake
Donnelly	Thorsby
Edberg	Wabamun
Elnora	Warburg
Ferintosh	

Villages South Zone			
Acme	Coutts	Hill Spring	Nobleford
Barnwell	Cowley	Hussar	Rockyford
Barons	Cremona	Linden	Rosemary
Beiseker	Delia	Lomond	Standard
Carbon	Duchess	Longview	Stirling
Carmangay	Empress	Milo	Tilley
Cereal	Foremost	Morrin	Warner
Champion	Glenwood	Munson	Youngstown

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**Cities up to 500,000**

Airdrie	Lacombe	Red Deer
Brooks	Leduc	Regional Municipality of Wood Buffalo
Camrose	Lethbridge	St. Albert
Cold Lake	Lloydminster	Spruce Grove
Fort Saskatchewan	Medicine Hat	Strathcona County
Grande Prairie	MD of Mackenzie No. 23	Wetaskiwin

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**Cities over 500,000**

Calgary	Edmonton
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**Summer Villages**

All Summer Villages vote for the Summer Village Director and for the Vice-President Villages and Summer Villages





**Nomination Paper for Board of Directors  
(Even Numbered Years)**

We, the undersigned, duly nominate \_\_\_\_\_  
Name

of \_\_\_\_\_  
Name of Municipality      \_\_\_\_\_  
Position on Council

as a candidate in the election to be held for a two year term for the office of: (please mark "X")

\_\_\_\_\_ Cities up to 500,000 Director (one to be elected by city delegates other than Edmonton and Calgary)  
 \_\_\_\_\_ "West" Towns Director (one to be elected by west town delegates)  
 \_\_\_\_\_ "South" Towns Director (one to be elected by south town delegates)  
 \_\_\_\_\_ "East" Villages Director (one to be elected by east village delegates)  
 \_\_\_\_\_ "West" Villages Director (one to be elected by west villages delegates)

**Nominators**

To be signed by two (2) elected officials from member municipalities of the relevant status or classification:

_____	_____	_____
Print Name	Signature	Municipality
_____	_____	_____
Print Name	Signature	Municipality

**Candidate's Acceptance**

I, \_\_\_\_\_, named in the foregoing nomination, hereby state:

1. That I am eligible to be elected to the office,
2. That I have read and understand the Director Duties information package,
3. That I will carry out the duties and responsibilities of the office if elected,
4. That I will be bound by the Ethical Guidelines of Conduct for Elected Local Government Officials (Policy AP004), and the disclosure provisions of Articles 8 and 9 of the Bylaws
5. That I will support the policies, programs and activities of the Association.

\_\_\_\_\_      \_\_\_\_\_  
Signature of Candidate      Signature of Witness

**NOTE:** To be eligible to become a member of the AUMA Board of Directors, a person must be an elected official of an urban municipality within the relevant classification that has paid its annual membership in the Association.

Nomination Deadline is 4:30 P.M. Thursday September 13, 2012.  
 Completed Nomination Forms are to be submitted to the AUMA Office.  
**Fax to: 780-433-4454 E-mail to: ReturningOfficer@auma.ca**



**Nomination Paper for President**

We, the undersigned, duly nominate \_\_\_\_\_  
 \_\_\_\_\_ Name  
 of \_\_\_\_\_  
 \_\_\_\_\_ Name of Municipality \_\_\_\_\_ Position on Council  
 as a candidate in the election to be held for the office of **President**

**Nominators**

To be signed by two (2) elected officials from member municipalities (of the relevant classification in the case of Vice-President Nominations):

Print Name	Signature	Municipality
Print Name	Signature	Municipality
Print Name	Signature	Municipality
Print Name	Signature	Municipality
Print Name	Signature	Municipality

**Candidate's Acceptance**

I, \_\_\_\_\_, named in the foregoing nomination, hereby state:

1. That I am eligible to be elected to the office,
2. That I have read and understand the Director Duties information package,
3. That I will carry out the duties and responsibilities of the office if elected,
4. That I will be bound by the Ethical Guidelines of Conduct for Elected Local Government Officials (Policy AP004), and the disclosure provisions of Articles 8 and 9 of the Bylaws
5. That I will support the policies, programs and activities of the Association.

\_\_\_\_\_ Signature of Candidate                      \_\_\_\_\_ Signature of Witness

NOTE: To be eligible to become a member of the AUMA Board of Directors, a person must be an elected official of an urban municipality within the relevant classification that has paid its annual membership in the Association.

**Nomination Deadline for President is 4:30om Thursday, September 13, 2012.**

Completed Nomination Forms are to be submitted to the AUMA Office.

**Vice-President Nominations Open Until After Director Elections**

**Fax to: 780-433-4454 E-mail to: ReturningOfficer@auma.ca**





## Declaration of Missing/Spoiled Ballot Book/Voting Card

I, \_\_\_\_\_ the undersigned,

of the \_\_\_\_\_ of \_\_\_\_\_

duly declare that I (please check): \_\_\_\_\_ have misplaced

\_\_\_\_\_ have not received

\_\_\_\_\_ have inadvertently damaged beyond use

the Ballot/Voting Card provided to each registered voting delegate to this AUMA Convention.

I pledge that I in no way intend to vote more than once or do anything contrary to the Election Rules and Procedures of my Association. I herein acknowledge receipt of a further Ballot Book/Voting Card which cannot be subsequently replaced for any reasons.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



## Agent Authorization

I hereby authorize \_\_\_\_\_ of \_\_\_\_\_ to be my  
(Agent's Name) (Agent's Municipality)

agent and to be present during the count of ballots.

\_\_\_\_\_  
Candidate's Name

\_\_\_\_\_  
Municipality



### Elections Count Sheet

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Election for \_\_\_\_\_

Date \_\_\_\_\_

Election Officer's Initials





## Returning Officer Report of Voting Results

As a result of the election held at the (year) AUMA Convention

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(name)

has been elected as

---

(position)

for the xxxx/xxxx term of office.

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Returning Officer