

## COUNCIL POLICIES AND PROCEDURES

### SECTION - B

#### ELECTION OF WARDEN AND DEPUTY WARDEN

**SUBJECT:**                    Election of Warden and Deputy Warden                    Number B-14

**APPROVAL DATE:** February 9, 2005

**PREAMBLE:**                The Municipality of the District of Guysborough has adopted this policy to establish the terms of the voting process for the positions of Warden and Deputy Warden. In particular, the Municipality aims to ensure the voting process is conducted in complete confidence, by clearly defining the term “secret ballot”.

**TERMS:**

1. This policy is entitled “Policy on Election of Warden and Deputy Warden” and applies to all Warden and/or Deputy Warden elections.
2. The CAO or Clerk shall preside as Chair at any meeting or portion of any meeting during which a Warden is elected. The Warden shall preside as Chair at any meeting or portion of any meeting during which a Deputy Warden is elected.
3. After announcing that the business of Council at the meeting is to elect a Warden and/or Deputy Warden, the Chair shall call for nominations. All nominations shall be made openly and publicly, by raising of the hand.
4. The Chair shall ask if there is a seconder for the nomination. Any Councillor except the nominator and the candidate may second the nomination. Failure to obtain a seconder shall result in the nominee’s name not being included in the list of candidates to be voted upon.
5. Each nominee shall be asked if they accept or reject the nomination. If the nominee rejects the nomination, the nominee’s name shall not be included in the list of candidates to be voted upon.
6. The Chair shall call for nominations three times after which the Chair shall call the nominations closed.
7. When there is more than one candidate for Warden or Deputy Warden a single ballot shall be prepared with each candidate’s name and one ballot shall be given to each Councillor. There shall be two Scrutineers appointed by the Council. Eligible Scrutineers include the CAO, Clerk, Municipal Solicitor or a Municipal Director.
8. Councillors shall vote by placing a mark beside the candidate of their choice.

9. Ballots shall be collected and counted by the Scrutineers in a manner that preserves the confidentiality of each vote. The Scrutineer shall only declare a ballot to be spoiled if the ballot does not clearly show which candidate was voted for.
10. If a clear majority of Council is obtained for a candidate, the Scrutineer shall announce the name of the Warden or Deputy Warden. Where there are more than two candidates nominated, the name of the candidate receiving the lowest number of votes on each ballot shall be dropped and the Council shall thus continue the balloting until one of the candidates has a majority of the votes of the Council. In the event of a tie in votes between the candidates receiving the lowest number of votes a separate vote will be held to determine which of the candidates should proceed to the next round of voting. The number of votes cast for each candidate will not be announced and will remain confidential. Council may pass a motion for the ballots to be destroyed.
11. If after any vote, a majority for one candidate cannot be declared for any reason, new ballots will be created and a new vote will be conducted.