



# 57<sup>th</sup> ANNUAL GENERAL MEETING

Wednesday January 20, 2016 9:30 am  
Ball's Falls Centre for Conservation – Glen Elgin  
3292 Sixth Avenue; Jordan, ON

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## *A G E N D A*

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- ◆ **INTRODUCTIONS**
  
  - ◆ **BUSINESS** (election procedures and standing committees NPCA Regulation #1 - Governance & Administration, attached)
    - 1) **Election of Chair**
    - 2) **Election of Vice Chair**
    - 3) **Remarks from newly elected Chair and Vice-Chair**
    - 4) **Selection of Board Members to Standing Committees;**
      - a) **CLAC** (Community Liaison Advisory Committee)
      - b) **Budget Steering Committee**
      - c) **Audit Committee**
      - d) **Watershed Floodplain Committee**
      - e) **Cave Springs Master Plan Committee**
      - f) **Source Water Protection Committee Liaison**
  
  - ◆ **ADJOURNMENT**
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## **ELECTION PROCEDURES**

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In accordance with NPCA's *Regulation No. 1 – Governance and Administration Policies, Section 7 – Election of Chair and Vice Chair*;

**7.1 Chair for Election of Officers (Board of Director's Chair and Vice-Chair)**

An individual other than a Member of Niagara Peninsula Conservation Authority will assume the position of Chair for the purpose of Election of Officers. The CAO/Secretary-Treasurer, or designate, assumes this position.

**7.2 Appointment of Scrutineers**

The appointment of scrutineers is required for the purpose of counting ballots should an election be required. All ballots will be destroyed by the scrutineers afterwards. The appointment of scrutineers requires a mover and seconder by Members of the Authority.

**7.3 Election of Board of Director's Chair and Vice-Chair**

The CAO or designate advises that the election will be conducted in accordance with Section 10 of the Conservation Authorities Act as follows:

- a) Only current members of the Authority may vote.
- b) Nominations will be called three (3) times and will only require a mover.
- c) The closing of nominations will require both a mover and a seconder.
- d) Each member nominated will be required to accept the nomination. The member must be present to accept the nomination.
- e) In the event of an election, each nominee will be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing of his or her surnames.
- f) Upon the acceptance by nominees for the position of office, ballots will be distributed to the Members for the purpose of election. A Member's choice for a nominee will be written on the ballot and the appointed scrutineers for the counting of the ballots will collect the ballots.

**A majority vote will be required for election.** If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes will be removed from further consideration for the office and new ballots will be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots will be distributed and a second vote held. Should there still be a tie after the second ballot a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the CAO.

*Regulation #1 – Governance and Administration, Section 8, **Standing Committees;***

**8.1** Current

- Community Liaison Advisory Committee
- Niagara Peninsula Conservation Foundation
- Budget Steering Committee
- Audit Committee
- Watershed Floodplain Committee

**8.2** The Authority may strike a standing committee to investigate and make recommendations on matters of interest to the Authority.

**8.3** Any standing committee of the Authority will be recognized as a functioning committee until the Authority replaces or dissolves that committee or until December 31 of the year in which the committee is formed.

**8.4** The Authority will strike standing committees at the first business meeting of the year or at other times as may be desired.

**8.5** Any standing committee of the Authority will be comprised at a minimum of one member, plus the Chair and the Vice-Chair of the Authority.

**8.6** Each standing committee will have terms of reference established by the Authority. The terms of reference will serve as a consistent guide to committee members and provide a continuity of understanding by the Authority as to the specific purpose for the standing committee. The terms of reference may be altered by the Authority where the scope of a standing committee's mandate is either altered or changed.

**8.7** When a new standing committee is proposed, either the Authority member proposing the new standing committee will present terms of reference for Authority approval, or the Authority will cause such terms of reference to be prepared. In either case, a new standing committee shall not be struck until the Authority approves terms of reference for the standing committee.

**8.8** Authority standing committees will be comprised of Authority members. Other than the Source Water Protection Authority, the Board of Directors may invite people to participate as a committee member and/or attend committee meetings as a resource.

**8.9** Only committee members are entitled to vote on matters coming before the committee.

**8.10** Standing Committees make recommendations only to the Board of Directors, where in turn, recommendations are considered for approval.