

Organized Hamlet of Sunset View Beach			
Policy Title Elections Policy / Procedure	Adopted by: Sunset View Beach Board	Ref: 03/28/24-001 0301-24	
Origin / Authority Organized Hamlet of SSVB	Jurisdiction RM of Mervin No. 499	Effective Date: 03/28/24 04/08/24	Pages 1 of 2

Purpose

The purpose of this policy is to set out the guidelines and requirements for:

- A. Electing new hamlet board members.
- B. Voter eligibility
- C. Voting procedures for AGM

SSVB Elections

- 1. Elections are held at an annual general meeting (AGM) **only**
- 2. Nominations must be accepted and nominee meets all qualifications

Nomination requirements:

Any voter of the organized hamlet is eligible to be nominated to serve on the hamlet board.

- 1. Nominations are to be submitted at the annual general meeting;
- 2. Nominations are to be verbal and made by a qualified voter of the hamlet;
- 3. Nominee must accept the nomination verbally;
- 4. If Nominee is not present at AGM to verbally accept nomination a written acceptance of nomination will be allowed.
- 5. Secretary of the board is to confirm the eligibility of the nominee and the nominator.

Election

Elections are held when a board member’s term has reached expiration

- 1. 4 years unless filling a vacant term
- 2. Board member terms will be staggered
- 3. A Board member has resigned
- 4. Passed away
- 5. Relocated
- 6. Disqualified.

Election Requirements for the election(s):

- 1. Voters shall be present at the time of the election;
- 2. The results of the election are to be announced at the meeting the election was conducted;
- 3. The official results including votes cast for each nominee must be posted no later than 5 days after the AGM.
- 4. Board members need to schedule the first meeting within 7 days of the election in order to elect the chairperson and secretary from among their members.
- 5. Evaluation of the election process to identify improvements for next year to be on the 1st meeting agenda

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Voting Eligibility

1. Registered SSVB Titled Landowners on the most recent RM of Mervin SSVB Resident Owners List; *example 2 names 2 eligible voters, 4 names 4 eligible voters*
 - a. *Names of the Title Owner require to be on list regardless of relationship with Title Owner*
2. Renters of a SSVB property for 3 months preceding the AGM are deemed an eligible voter
3. Eligible voter requires to be present at AGM to vote
4. Only one voting card per eligible individual present at the AGM, regardless of how many titled properties they own.

Registration and Hosting of AGM

Attendees of AGM required to sign sign-in sheet at meeting entrance and follow the steps below:

1. Communicate Voting Procedure prior to AGM meeting in Community newsletter, Posters and Electronic Media
2. Minimum 3 volunteers required for sign-in / registration desk and have been identified 1 week prior to AGM meeting
3. Sign-in / Registration desk to be setup prior to Water Board meeting
4. Desk to have a recent copy of the hamlet map and registered owners list (RM website or from the RM office);
5. SSVB AGM Signup and Registration sheet templates to be utilized (***Reference Non-Voter Sign-up and AGM Registration Sheets***)
6. Desk to handout Voting Procedure and AGM agenda to all that sign-in
7. Once eligible landowners and spouses have signed in and registered, issue them one Voting card for motions (***Reference Voting Card and Ballot Documents***)
 - a. AGM Sign-up sheet to be signed by Non-Eligible Attendees
 - b. AGM Registration sheet to be signed by Eligible Voters and handed a Voting Card
8. Keep a running tally of the Voting cards (***Reference AGM Registration Sheet***)
9. When a question has been brought forward to vote, count the Voting cards shown and majority votes declare a positive vote.
 - a. 3 counters will be utilized, a counting strategy with the counters to be agreed upon at the registration desk prior to meeting: for example
 - i. Splitting the meeting attendance into 3 groups and their numbers added
 - ii. Counting the entire group by different counters
 - iii. Other?