

**Alliston Business Improvement Association's  
Board of Management Election Procedures**

**1.0 Membership and Voting:**

- 1.1 Members of the Alliston Business Improvement Association as outlined in the Municipal Act, 2001 as amended consist of business property class owners and tenants of such property.
- 1.2 A list of all commercial and industrial members in the designated area will be kept by the Secretary of the Board.
- 1.3 Each member has one vote, regardless of the number of properties that the member may own or lease with the Alliston Business Improvement Area.
- 1.6 Every member that is a corporation or partnership has one vote regardless of the number of shareholders or partners that the member has. It may nominate in writing one individual to vote on behalf of the corporation or partnership.
- 1.7 The Membership list shall not be utilized by any member for any purpose whatsoever other than as may be specifically approved by the Board.

**2.0 Call of an Election:**

- 2.1 An election will be conducted within four (4) months of a new term of Council commencing or as directed by Council. The Clerk or designate(s) will assist in the election process in accordance with this procedure.
- 2.2 If a seat of a director becomes vacant for any reason during the term of office, the Board of Management may put forward the name(s) of members to fill any vacancy for appointment by Council. Prior to making a recommendation to fill any vacancy, the Board shall advertise this opportunity to its membership through public notice.
- 2.3 The date, location and nomination information for the election shall be advertised to the membership by all the following means: email, direct mail, public advertisement, notices on Town and Board of Management's websites/social media. Notice will be provided for a minimum of three (3) weeks in advance of the election.

**3.0 Nomination:**

- 3.1 Nomination forms will be available in digital format and shall be on the Town's website for a three (3) week period. The website address to the nomination form will be advertised on election notices.
- 3.2 All nominations must be submitted on the prescribed digital form. The Clerk and/or designate(s) shall receive and approve all Nominations.

- 3.3 Nominations are due at least one (1) week prior to the election date as determined by the Board of Management. The due date for nominations must be advertised in the call for nominations advertisements.
- 3.4 A person may withdraw their nomination by filing a written withdrawal with the Clerk and/or designate(s) before the close of nominations.
- 3.5 If at 4 p.m. on the Monday following nominations day, the number of certified candidates for an office is the same as or less than the number to be elected, the Clerk shall immediately declare the candidate or candidates elected by acclamation, with Council approval.
- 3.6 If an election is required, the Clerk or their designate(s) will publish the names of the nominees on the Town's website and the Board of Management will provide a link to the webpage on their own website and social media for their membership.

#### **4.0 Election:**

- 4.1 The Clerk and/or designate(s) are the Returning Officers and are responsible for the election.
- 4.2 The Business Improvement Association election shall be conducted by secret ballot and held at an accessible Town Facility on the date and time specified by the Board of Management during a regular Board meeting.
- 4.3 A Candidate may appoint a scrutineer to represent him or her during voting and counting of votes, including a recount.
- 4.4 The Clerk and/or designate(s) shall place the results of the election on the Town's website and indicate that all appointments are subject to Council approvals.
- 4.5 Proxy votes are permitted and must be authorized on the prescribed form.

#### **5.0 Implementation**

- 5.1 This Policy shall come into effect immediately upon approval of the Board.
- 5.2 Procedures may be defined and amended from time to time at the discretion of the Clerk to address specific implementation of this Policy.
- 5.3 That, in accordance with The Municipal Act, as amended, the Town Clerk can take the necessary action to give effect to this Policy.

Approved by resolution of the Alliston Business Improvement Area Board  
October 5, 2023

*Lachlan McGurk*

Lachlan McGurk  
Chair, Alliston Business Improvement Area Board

  
Pam Fettes (Oct 6, 2023 11:02 EDT)

Pamela Fettes  
Town Clerk









# Final Board of Management Election Procedures- October 5 2023

Final Audit Report

2023-10-06

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