
SCHEDULE 1 TO BY-LAW NO. 1

ELECTION OF OFFICERS, COMMITTEES, REPRESENTATIVES

1. (a) Following a general election of the elected members of council, the registrar shall prepare a list of the names of the persons who the registrar expects to constitute the new council. The list shall be sent to all of the persons who the registrar believes will constitute that council with a request that any person who may wish to stand for election to the position of president or vice-president or to be elected as one of the other members of the executive committee so indicate by notice in writing to the registrar to be received at the College no later than ten days prior to the initial meeting of the new council. The registrar shall circulate, along with the agenda for the first meeting of the new council, a list of the names of all persons who have provided the aforesaid notice along with an indication of which position(s) each of those persons is interested in.

(b) A failure to file a notice of intent shall not restrict a person from nominating himself/herself for office at the time of the election.
2. At the initial meeting of the council following a general election of the elected members of the council, the registrar shall call the meeting to order and act as interim presiding officer. The council will, at the time, be functus officio.
3. The registrar will present the report on elections for the approval of the council and will then call the roll.
4. The registrar will call for nominations and applications for the position of president. Should only one member of council be a candidate for the presidency, the interim presiding officer will thereupon declare said candidate elected. The newly-elected president will immediately assume the chair.
5. Should there be more than one candidate for the position of president, an election by secret ballot shall be conducted. For this purpose, the interim presiding officer will, with the concurrence of the council, appoint two (2) returning officers to count the ballots and to report the results to the council.

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- 5.1** Each candidate shall be entitled to briefly address Council.
- 6.** When more than two councillors are nominated, the nominee who received the lowest number of votes on each ballot shall be deleted from the next ensuing ballot unless one nominee receives a majority of the votes cast on the ballot. This procedure shall be followed until one nominee receives a majority of the votes cast. When one candidate receives a majority of the votes cast, he or she shall be declared elected as president and the newly-elected president shall immediately assume the chair.
- 6.1** In the event there is a tie vote on any ballot and the tie must be broken in order to continue the election or declare one candidate as elected, the candidates who are tied shall be entitled to briefly address Council following which a further vote by secret ballot shall be conducted for the sole purpose of breaking the tie.
- 6.2** The procedure set out in section 6.1 shall be followed again if the vote taken under section 6.1 results in two or more candidates tying with the highest number of votes, however, if the second attempt to break the tie is unsuccessful, the tie shall be broken by lot in the presence of the two scrutineers unless Council determines by ordinary resolution to proceed in another manner, which may include the holding of a new election.
- 7.** The election of the vice-president will be conducted on a basis identical to that of the procedure applicable to the election of the president.
- 8.** The president and vice-president, pursuant to the Act, shall be members of the executive committee. Each of the remaining members of the executive committee shall be elected by council in a manner identical to that of the procedure applicable to the election of the president bearing in mind the requirements for the composition of the executive committee under the Act and by-laws.
- 9.** The executive committee shall be constituted as a nominating committee and will present to council a slate of candidates for all committee and representational appointments. Councillors, following the presentation of the report of the nominating committee, may propose additional nominees. Should an election be required for any or all such positions, generally accepted democratic procedures shall be followed.