



## **Preston Street Business Improvement Association Elections Policies and Procedures**

### **1.1 Board Make-up**

The Board of Directors is composed of 10 voting Directors and 2 Alternates. One Voting Director is appointed directly by the Municipality. The Alternate members do not have voting privileges unless a voting member is absent, in which case the absent board member's proxy is assigned to the alternate, based on the first alternate to join the board. If a second board member is absent the proxy is assigned to the second alternate board member. The Executive of the Board is nominated and voted upon by the Directors at the first meeting held after the election. The Executive positions are Chairman, Vice Chairman and Treasurer.

### **1.2 Membership in the Preston Street Business Improvement Association**

Members of an improvement area consist of persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area, that is in the prescribed business property class and tenants of such property. (Municipal Act 2001, c.25, s. 204 (4)). A Tenant holds a direct lease with the Property owner. The lease must include commercial property taxes and BIA levy that are included in the rental cost. Property Owners that are Corporations may nominate a voter. (Municipal Act 204(7) ). The above three definitions describe Members in Good Standing. Sub-leases are not considered to be Members of the BIA. If there is doubt about the eligibility of a Tenant, proof may be provided through presentation of a phone bill in the name of the business, with the address that eligibility is being claimed for. If the status of Tenancy cannot be resolved between the Board of Directors and the Business, the City Clerk shall have final determination.

### **1.3 Eligibility to Vote**

Each Member has one vote regardless of the number of properties that they may own or lease in the area. (Municipal Act Section 204(6) ).

### **1.4 Eligibility of Candidates**

- 1.4.1 Nominations are accepted from any Member in Good Standing as described in 1.2.
- 1.4.2 Non-members are not permitted to stand for election.

### **1.5 Proxy / Nominee**

- 1.5.1 A Member of an improvement area may nominate in writing one individual to vote on behalf of the Member (2001,c. 25, s. 204 (7) ).
- 1.5.2 One individual may be nominated for voting purposes by two or more Members of an Improvement Area (2001,c. 25, s. 204 (10) ).
- 1.5.3 Written notification of nomination of proxy is to be received by the Preston St. BIA no later than 21 days prior to the Annual General Meeting. Notification may be sent by email or registered letter.



## **2 Term of Board**

2.1 The term of the directors of a board of management is the same as the term of council that appointed them but continues until their successors are appointed.

## **3. Reappointment of Directors**

3.1 Directors are eligible for reappointment.

## **4. Notice of Annual General Meeting and Election**

The membership is to be notified of the election and annual general meeting as follows:

4.1.1 First notice by email 60 calendar days prior to the election. Election rules and Nomination paper to be attached.

4.1.2 Hard copy invitations to be mailed to all members 45 days prior to the AGM. Invitations are to include election and nomination rules.

4.1.3 Third notice to be emailed 14 days prior to AGM, including “RSVP Now” link. Election rules and Nomination paper to be attached.

4.1.4 Two days prior to the RSVP deadline, the BIA will call each business that has not responded.

4.1.5 Final reminder to be emailed two days prior to the RSVP deadline.

4.1.6 Only Members in Good Standing may attend the Annual General Meeting when an Election is to be held. All other years, the Board may allow a “plus one”.

## **5.1 Nominations for Candidates**

5.1.1 Nominations shall be in writing or by email using the Preston Street BIA Nomination Form.

5.1.2 Names can be accepted by the BIA Nominations Committee up to twenty-one (21) calendar days prior to the AGM.

5.1.3 At the close of nominations, the BIA shall verify the qualifications of all nominees and prepare a ballot, listing all candidates in alphabetical order (by surname, then first name).

5.1.4 Notice of the verified candidates will be provided through the BIA newsletter at least seven (7) calendar days before the AGM.

5.1.5 Nominations shall NOT be accepted from the floor of the AGM.

## **6.1 Voting Procedures**

6.1.1 All votes will take place by ballot.

6.1.2 The Ballot will list all Candidates’ names alphabetically by surname and include the name of their business.

6.1.3 Members or their Nominees must attend the Annual General Meeting to vote.

6.1.4 There are to be no absentee votes.

6.1.5 Board will be drawn from the eleven Candidates who have the most votes.

6.1.6 Any dispute of the results shall be settled by the City Clerk.

## **7.1 Approval of Board**

7.1.1 The elected Board of Management members shall be subject to final approval and appointment by Ottawa City Council.