

**ARTICLE 37****NOMINATION COMMITTEE - CITIZEN APPOINTMENTS****37.1 Made by Committee of the Whole- Procedure**

Appointments to the various local boards, Advisory Panels and corporations of the City shall be recommended by the Nomination Committee at a meeting called for that purpose. In making such appointments, the procedure set out in this article shall apply unless otherwise provided in a shareholders' declaration.

**37.2 Advertising - position - requirements - to local citizens**

At least thirty (30) days prior to the Committee meeting at which a Citizen appointment is scheduled to be considered, the Clerk shall place an advertisement in a local newspaper to run on at least two occasions and place an advertisement on radio or television or both, as the Clerk deems advisable, on at least one (1) occasion outlining the position to be filled and inviting applications from interested citizens. A copy of each advertisement shall be provided to each Member of the Committee.

**37.3 Applications - in writing - time limitation**

All Citizen applications for appointment must be in writing and received by the Clerk at least four (4) clear days prior to the meeting of the Committee.

**37.4 Applications - qualifying - included - Committee of the Whole Agenda**

Copies of all applications received for each position from qualifying applicants shall be included with the agenda material for the Committee of the Whole meeting concerned.

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**37.5 Applicants - qualified - exact number - motion**

Where there are only the exact number of qualified applicants as required for any position or positions, a motion to appoint the applicants to the position or positions concerned shall be presented and voted upon.

**37.6 Applicants - qualified - more than required - selection**

If there are more qualified applicants than positions available, then the Committee shall recommend from the qualified applicants the ones to fill the position or positions concerned.

**37.7 Roll call vote - Committee - taken - regarding applicants**

A roll call vote of the Committee shall be taken with respect to the qualified applicants for each position available.

**37.8 Appointment - determined - by vote - exception**

If upon the first roll call vote no applicant receives the votes of the majority of Members present, the name of the applicant receiving the least number of votes shall be dropped and the Members shall proceed to vote anew and so continue until either an applicant receives the votes of the majority of Members present, at which time such applicant shall be declared to be the recommended candidate; or, it becomes apparent by reason of an equality of votes that no applicant can be recommended by the voting process.

**37.9 Voting - unsuccessful - position selected - by lot**

Where by reason of an equality of votes, it becomes apparent that no applicant can be selected by the voting process, then the recommended applicant shall be the applicant selected by lot by the Clerk.

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**37.10 Special vote - applicants tied - least number of votes**

In the case where no applicant receives the majority required for appointment on a roll call vote, and where two or more applicants are tied with the least number of votes, a special roll call vote shall be taken to decide which of the tied applicants with the least number of votes shall be dropped from the list of names to be voted on in the next roll call vote.

**37.11 Staff Member - appointment - conditions**

Except where prohibited by law, the Committee may recommend the appointment of a Member of staff to a local board or outside agency in the place of a Member of Council when no Member of Council wishes to be appointed.

**37.12 Further votes**

If no person receives more than half the votes, the Clerk shall take another vote, excluding the person who received the fewest votes in the previous vote; if two or more persons received the fewest votes, the Clerk shall choose the person to be excluded by lot.

**37.13 Term of Appointment - Citizens**

Citizens appointed by the Committee to Advisory Panels, local boards and committees shall be appointed for the term of office coinciding with the term of Council, or the terms set out in such appointments, and until their successors are appointed unless otherwise provided by Council, the Committee or by law.

**37.14 Council Appointments - ballots**

At the first regular meeting of a new Council, or as soon thereafter as is reasonable, Council shall appoint Members to Committees by way of simultaneous, written, signed ballots which will be read aloud by the Clerk and recorded in the minutes.

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37.15        **Council Appointments - destruction of ballots**

These ballots, as well as ballots used for simultaneous roll-call votes generally, may be destroyed by the Clerk and need not be retained following the confirmation of the minutes.

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**EXAMPLES OF VOTES**  
**(All Members of Council Present - Four Nominees)**

| Candidate | Votes Received |
|-----------|----------------|
| A         | 6              |
| B         | 4              |
| C         | 3              |
| D         | 0              |

**Result: Candidate D is dropped from the next vote.**

| Candidate | Votes Received |
|-----------|----------------|
| A         | 5              |
| B         | 4              |
| C         | 3              |
| D         | 1              |

**Result: Candidate D is dropped from the next vote.**

**(All Members of Council Present)**  
**(Three Nominees Remaining)**

| Candidate | Votes Received |
|-----------|----------------|
| A         | 6              |
| B         | 4              |
| C         | 3              |

**Result: Candidate C is dropped from the next vote.**

| Candidate | Votes Received |
|-----------|----------------|
| A         | 5              |
| B         | 3              |
| C         | 3              |
| D         | 1              |

**Result:**

1. Candidate D is dropped.
2. A special roll call vote is taken to decide which of the tied Candidates B or C shall be dropped from the list of names to be voted on in the next roll call vote.
3. Then a roll call vote shall be taken of the remaining two Candidates: A and one of B or C.

**THE CONSEQUENCES OF SAMPLE TIE VOTES  
(All Members of Council Present - Five Nominees)**

| Candidate | Votes Received |
|-----------|----------------|
| A         | 3              |
| B         | 4              |
| C         | 2              |
| D         | 2              |
| E         | 2              |

**Result:**

1. A special roll call vote is taken to decide which of the tied Candidates C, D, or E) shall be dropped from the list of nominees to be voted on in the next roll call vote.
2. Then a roll call vote shall be taken of the remaining four Candidates: A, B and two of C, D or E.

**THE CONSEQUENCES OF SAMPLE ZERO VOTES  
(All Members of Council Present - Six Nominees)**

| Candidate | Votes Received |
|-----------|----------------|
| A         | 4              |
| B         | 4              |
| C         | 2              |
| D         | 3              |
| E         | 0              |
| F         | 0              |

**Result:**

1. Candidates E and F are dropped from the next vote.
2. Then a roll call vote shall be taken of the remaining four Candidates: A, B, C and D.