

Elections and Committee Policy  
Port Credit Business Improvement Area (PCBIA)  
April 9, 2014-

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Towards the end of the board term:

- The Board of Management shall appoint a Nominating Committee of no less than three Board members, by September 15<sup>th</sup>. The Nominating Committee will adhere to the guidelines document of the Board of Management.
- The Nominating Committee shall select at least one nominee for each position. These nominations shall be in writing and shall be delivered to the General Manager, at the Annual General Meeting.
- In the event that the Chair wishes to remain on the Board ten positions will be open. If the Chair is retiring from the board, eleven positions will be open.
- The General Manager will circulate a notice of the Annual General Meeting to be held before the end of November at which the slate of candidates for the Board will be presented.
- Any member, unable to attend the General Meeting, may, appoint a proxy to represent that member at the Meeting. That appointed proxy must be a member in good standing of the PCBIA and may only represent themselves and one proxy.
- The proxy form must be obtained in person at the PCBIA office. The completed proxy form must be delivered to the PCBIA office a minimum of two business days prior to the meeting.
- Nominations from the floor will be accepted. If none, the Board will be acclaimed.
- If nominations are received from the floor, an election will take place immediately at the meeting.
- The General Manager will circulate ballots.
- Each member in good standing as determined by the City Clerk may cast one vote.
- After the poll closes the ballots will be counted by three scrutineers appointed by the Board from the membership present at the meeting.
- If two or more candidates have received the same number of votes, a second ballot shall be circulated to break the tie.
- All ballots shall be kept securely for thirty (30) days following the election. If no challenges are registered the ballots shall be destroyed with approval of the Board.
- The results of the voting shall be directed to the Clerk of the City of Mississauga by December 31<sup>st</sup> for official appointment by the new City Council.
- The General Manager shall publish the names, places of business and telephone numbers of the successful candidates on the website.

- The newly elected Board of Management shall meet at the scheduled December Board meeting and, Elect a Chair, Vice Chair and Treasurer, which will establish the Executive Committee.
- Elect the Chair of each Committee as deemed necessary to properly conduct BIA business during the year.
- Establish its regular meeting schedule including dates and times.

Vacancy during board term:

- The vacant seat may be filled by appointment of the Board.

Committees:

- Members of committees are to be selected from the membership or their appropriate designate by the respective Chair. A staff member shall sit on each committee and be responsible for the minutes of meetings.
- A member of the Board of Management will also sit on standing committees.
- The Committee Chair, shall, at each Board of Management meeting submit a report.
- All meetings are open to the membership of the PCBIA.
- Any member may attend a Board of Management meeting provided he or she notifies the General Manager twenty four hours in advance of the meeting. Any member may request to be added to the Agenda.