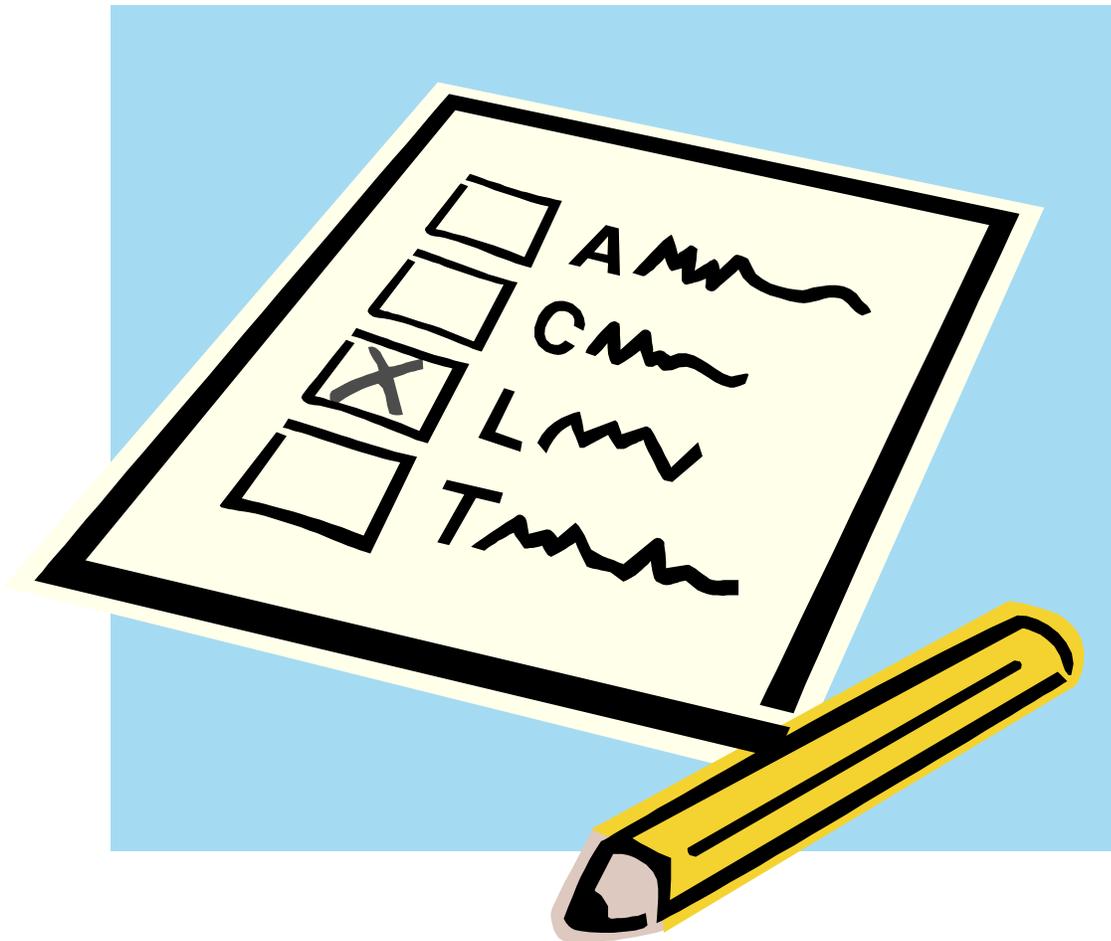




## 2019 Council Elections Guide



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## **1.2 CHIEF ELECTIONS OFFICER**

### **1.2.1 Authority to Appoint a Chief Elections Officer**

S. 11.1(a) of Regulation 941 prescribes that Council must appoint a Chief Elections Officer each year.

*11.1 The Council shall appoint in each year a Chief Elections Officer, who shall for that year,*

- a) oversee the nomination of Members for election to the Council and the election of and voting for members to the Council;*

### **1.2.2 Duties of the Chief Elections Officer**

S. 11.1(b) of Regulation 941 sets out the duties of a Chief Elections Officer

*11.1 The Council shall appoint in each year a Chief Elections Officer, who shall for that year,*

- b) ensure that nomination, election and voting are conducted in accordance with the procedures established under the Act.*

### **1.2.3 Chief Elections Officer**

At its meeting held September 29, 2017, Council appointed Allison Elliot FCIS as PEO's Chief Elections Officer. Ms. Elliot may be contacted at [elections@peo.on.ca](mailto:elections@peo.on.ca)

### **1.3 OFFICIAL ELECTIONS AGENT**

#### **1.3.1 Authority to Appoint an Official Elections Agent**

S.19(1) of Regulation 941 gives Council the authority to appoint an agent to administer the elections.

*19. (1) A Member who receives a ballot for an election to Council may cast his or her vote by returning, in the manner determined by the Council under section 11, a completed ballot to the Registrar, the general secretary, the Chief Elections Officer or an agent designated by the Council for the purpose no later than the date and time set by the Council.*

#### **1.3.2 Duties of the Official Elections Agent**

The duties of the Official Election Agent are as follows:

- a) Official Elections Agent keeps a running total of the vote count
- b) Official Elections Agent certifies count and reports results to Returning Officers

#### **1.3.3 Official Elections Agent**

At its meeting held September 29, 2017, Council appointed ClearPicture as PEO's Official Elections Agent for the 2018, 2019 and 2020 Council elections.

## **1.4 RETURNING OFFICERS**

### **1.4.1 Authority to Appoint Returning Officers**

S. 20 of Regulation 941 requires that the President appoint Returning Officers.

*On or before the date set by the Council for the receipt of ballots, the president shall appoint three returning officers who may, but need not be, Members. R.R.O. 1990, Reg. 941, s. 20; O. Reg. 157/07, s. 8.*

### **1.4.2 Duties of Returning Officers**

S.21 of Regulation 941 sets out the duties of the Returning Officers.

*The returning officers shall:*

- a) observe the processing of ballots to ensure that only duly marked ballots returned before the date and time set by the Council under sub-section 19(1) are counted;*
- b) review rejected ballots;*
- c) re-process rejected ballots found to be valid;*
- d) approve the final count of ballots;*
- e) make any inquiries necessary for the purpose of supervising the counting of the vote; and*
- f) report the results of the vote to the Registrar not later than three weeks following the date set by the Council for the receipt of ballots.*

## 2.0 BECOMING A CANDIDATE

### 2.1 What to Consider if Running for Council

#### 2.1.1 Terms of Office<sup>1</sup>

- a) The position of **President-elect** is for a one-year term, after which the incumbent will serve a one-year term as President and a one year term as Past President.
- b) The position of **Vice President** is for a one year term.
- c) The position of **Councillor-at-Large** is for a two year term.
- d) The position of **Regional Councillor** is for a two year term.

#### 2.1.2 Competencies<sup>2</sup>

- Understanding and application of PEO's core values<sup>3</sup>
  - Accountability
  - Respect
  - Integrity
  - Professionalism
  - Teamwork
- Good understanding of the functioning of a strategic governance board of directors
- Good understanding of PEO's regulatory function (i.e. self-governing a profession in the public interest)
- Decision-making skills
- Conflict resolution skills
- Change management skills
- Committee members with backgrounds in major issues affecting PEO
- Experience chairing a meeting an asset
- Working knowledge of the *Professional Engineers Act*, the Regulations and PEO's By-Laws an asset

#### 2.1.3 Time Expectations<sup>4</sup>

- Council work requires about 12 days per year. Meetings are typically Thursday at 7:00 p.m. to 9:00 p.m. (preceded by dinner at 5:30 p.m.) and all day Friday.
- Council holds an annual retreat in late May or early June (Thursday – Saturday) and there are two gala events per year (Order of Honour held in conjunction with the Annual General Meeting in late April/early May and the Ontario Professional Engineer Awards held in mid-November.)

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<sup>1</sup> Legislated under the *Professional Engineers Act*

<sup>2</sup> CESC Human Resources Plan – approved by Council November 2013

<sup>3</sup> PEO Core Values – approved by Council January 2005

<sup>4</sup> Council Manual

- Members of Council are typically required to sit on two or three committees. Committees usually meet 3 – 6 times per year, frequently during business hours.
- Regional Councillors have the following **additional** time commitments:
  1. Regional Councillors Committee (RCC)
    - a) Regional Councillors are required to attend Regional Councillors Committee meetings
    - b) The RCC typically meets six times per Council year. The length of each meeting can range from 60 minutes to a day-long meeting, depending on the agenda. Meetings are generally held during weekends and as necessary, during weekday lunch time or after hours in the form of teleconference calls.
    - c) Typically, RCC meets after each round of three rounds of regional congresses in order to resolve chapter issues that have arisen from the congresses (see below). This meeting is usually a face-to-face meeting.
    - d) RCC will also meet just before the first Council meeting at the annual general meeting so that the new Council may formally appoint the new RCC chair
    - e) Including travel and meeting preparation time, RCC meetings could amount to approximately 18 days during the Council year.
  2. Regional Councillors on Regional Business
    - a) To keep in touch with the chapters of the region, Regional Councillors must be prepared to travel within the region to attend chapter events.
    - b) Subject to a number of events a regional Councillor wants to attend, the time commitment is estimated to be about nine days, which includes one visit per chapter.
  3. Regional Congresses
    - a) Regional Councillors are also required to attend the regional congresses of their chapters; it is optional to attend the regional congresses of other regions
    - b) The regional congress of each region is always chaired by the senior Regional Councillor in that region
    - c) Regional congresses take place three times per year, typically in February, June and September. For 2019, the following arrangements have been made.
      - Three Regional Congresses have been planned for each region in 2019.
        - Time commitment, including meeting attendance and preparation, is 4.5 days total for the East Central and West Central Regions.
        - Time commitment, including attendance, travel and preparation is about 9 days for the Northern, Western and Eastern Regions.

## 2.2 Duties of a Councillor<sup>5</sup>

Councillors are required to exercise their power with competence (or skill) and diligence in the best interests of PEO. They owe what is called a "fiduciary duty" to PEO. The duty is a "fiduciary" duty because the obligation to act in the best interests of PEO, at its core, is an obligation of loyalty, honesty and good faith. Councillors' fiduciary duties can be divided into the following branches:

- the duty of care;
- the duty of diligence;
- the duty of wisdom;
- the duty of loyalty; and
- the additional duties of being a Council member of PEO.

### 2.2.1 Duty of Care

The duty of care has a number of practical implications. Councillors must:

- ensure that Council meets regularly;
- attend meetings of Council whenever reasonably possible;
- hold an annual meeting of the members of PEO not more than 15 months after the holding of the last preceding annual meeting;
- ensure that minutes of meetings of Council accurately record the actions taken and the decisions made by Council in regard to the item of business it considered;
- carefully review all reports relating to PEO's financial affairs, including interim and year-end financial statements;
- understand and comply with the stated purposes of PEO as provided for in the letters patent of PEO; and
- understand and carry out their obligations under PEO's bylaws, including the requirement to call an annual general meeting and to provide information to the members at that meeting.

### 2.2.2 Duty of Diligence

The duty of diligence has a number of practical implications. Councillors must:

- exercise independent judgment when voting in all corporate decisions, and not simply vote with the majority for no well-informed reason;
- require senior management to provide them with any ongoing operational and program information;
- appoint and replace the Registrar, monitor and supervise the Registrar and regularly assess his or her performance and provide advice and counsel in the execution of his or her duties;
- pass by-laws relating to the administrative and domestic affairs of PEO not inconsistent with the *Act* and the regulations [bylaws are not effective until confirmed by the members of PEO. S. 8 (2)] of the *Act*];
- appoint individuals to the following legislated committees:
  - Executive Committee,

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<sup>5</sup> Excerpts from the Council Manual approved by Council  
2019 Council Election Guide

- Academic Requirements Committee,
- Experience Requirements Committee,
- Registration Committee,
- Complaints Committee,
- Discipline Committee,
- Fees Mediation Committee,
- establish such other committees as the Council from time to time considers necessary;
- accept appointment to committees and panels;
- approve and monitor compliance with all significant policies and procedures by which PEO is operated; and
- be aware of all strategic policies affecting the organization and ensure that certain key policies are in place (e.g. investment policy).

### **2.2.3 Duty of Wisdom**

The duty of wisdom requires Councillors to:

- be thoroughly informed about any decisions Council has to make and ensure that they are provided in a timely manner before the Council meeting with all relevant documents, including agreements, financial reports and information, legal opinions and other information necessary to make knowledgeable and informed decisions at the Council meeting;
- carefully review and participate in formulating and approving the annual budget and strategic plan with the assistance of senior staff;
- be aware of the laws and regulations affecting PEO and obtain necessary legal and accounting advice.

### **2.2.4 Duty of Loyalty**

The duty of loyalty and duty to avoid conflicts of interest have a number of practical implications. Councillors must:

- demonstrate full allegiance to PEO's mission and further its cause;
- approve a conflict of interest policy that includes guidelines on the circumstances in which Councillors will be considered to be in conflict and the appropriate remedies for failing to disclose a conflict;
- not disclose any information acquired in connection with their position as Councillors that might be harmful to the interests of PEO;
- not disclose or use any information relating to the affairs of PEO for personal profit or advantage;
- place the interests of PEO above personal self-interest in all dealings with PEO;
- carry out all of their duties in the best interests of PEO;
- actively avoid all conflicts of interest and immediately disclose any actual or potential conflict, real or perceived, to Council;
- ensure that minutes of any meeting at which a decision involving a potential conflict of interest is discussed accurately reflect the views of all conflicted and non-conflicted Councillors;
- obtain a legal opinion where there is uncertainty as to whether a conflict of interest exists; and

- resign where it is apparent that the Councillor cannot act in the interests of PEO without acting against the interests of the other.

### **2.2.5 Additional Duties Under By-Law No. 1**

Council has additional duties and responsibilities and these are set out in sections 28 and 29 of By-Law No. 1 as follows:

*28. All elected members of the Council and all appointed members of the Council shall comply with the provisions of the Act, the regulations and the by-laws and shall exercise the powers and discharge the duties of their offices honestly in good faith and in furtherance of the objects of the association in order that the public interest may be served and protected. All elected members of the Council and all appointed members of the Council shall:*

- *endeavour to take part in the committee work of the association and serve actively during their terms of office on any committees to which they have been appointed;*
- *endeavour to take part in Chapter affairs including appearance before Chapters during their terms of office as a panelist, speaker or representative of the Council;*
- *endeavour to be present at and participate in the annual meeting of the members of the association;*
- *perform such duties on behalf of the officers of the association as may be requested, including attendance at local functions as representatives of the association;*
- *serve on the committees which the Council may appoint under the provisions of the Act with respect to hearings on membership and disciplinary matters;*
- *ensure that confidential matters coming to their attention as members of the Council are not disclosed by them except as required for the performance of their duties or as may be directed by the Council or by the president; and*
- *disclose any interest they may have, other than as members of Council, in any matter coming before Council and shall not be counted in the quorum in respect of such matter.*

*29. All elected members of the Council and all appointed members of the Council shall familiarize themselves with the Act, the regulations, the by-laws and code of ethics and with such other records and documents as may be necessary as background knowledge for the purpose of performance of the duties of their office.*

### **2.2.6 Councillors Code of Conduct**<sup>6</sup>

Council expects of itself and its members ethical, business-like and lawful conduct. This includes fiduciary responsibility, proper use of authority and appropriate decorum when acting as Council members or as external representatives of the association. Council expects its members to treat one another and staff members with respect, cooperation and a willingness to deal openly on all matters.

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<sup>6</sup> Excerpt from Council Manual approved by Council  
2019 Council Election Guide

PEO is committed that its operations and business will be conducted in an ethical and legal manner. Each participant (volunteer) is expected to be familiar with, and to adhere to, this code as a condition of their involvement in PEO business. Each participant shall conduct PEO business with honesty, integrity and fairness and in accordance with the applicable laws. The Code of Conduct is intended to provide the terms and/or spirit upon which acceptable/unacceptable conduct is determined and addressed.

At its September 2006 meeting, Council determined that PEO volunteers should meet the same obligations and standards regarding conduct when engaged in PEO activities as they are when engaged in business activities as professional engineers.

## **2.3 Eligibility of Office of Councillor**

### **2.3.1 Eligibility for President-elect, Vice President or Councillor-at-Large**

S.14 (1) of Regulation 941 prescribes the eligibility to serve as a President-elect, Vice President or Councillor-at-Large.

*14. (1) A Member may be nominated for election to the Council as president-elect, vice-president or a councillor-at-large by no fewer than fifteen other Members, including Member residents from each Region.*

### **2.3.2 Eligibility for Regional Councillor**

S.14 (2) and s.8 of Regulation 941 prescribe the eligibility to serve as a Regional Councillor.

*14. (2) A Member may be nominated for election to the Council as a regional councillor for a Region by no fewer than fifteen other Members who reside in the Region.*

*8. A person elected or nominated for election as a regional councillor must, at the time of the election or nomination, reside within the Region in which the person is elected or nominated for election. R.R.O. 1990, Reg. 941, s. 8.*

### **2.3.3 Council Term Limits**

**2.1 (1)** *Subject to subsection (3), a Member who meets the following criteria is not eligible to serve as either councillor-at-large or regional councillor until the period described in subsection (2) has ended:*

*1. The duration of all terms served by the Member in any or a combination of the following offices is, when considered cumulatively, at least six years:*

- i. Councillor-at-large.*
- ii. Regional councillor.*
- iii. Appointee of the Lieutenant Governor in Council under clause 3 (2) (b) of the Act*

*2. If the Member's service included filling a vacancy for the remainder of an unexpired term, the duration of all terms served by the member in any or a combination of the offices mentioned in subparagraphs 1 i, ii and iii is, when considered cumulatively, at least seven years.*

*(2) For the purposes of subsection (1), the period that must have ended is the period beginning on the Member's last day of service in a term mentioned in subparagraph 1 i,*

*ii or iii of subsection (1) and ending on the day of the sixth annual meeting of Members held following the Member's last day of service.*

*(3) This section applies for the purpose of determining the eligibility of a person for a term of office that begins after the day Ontario Regulation comes into force.*

**3 (3)** *Subject to subsection (8), a Member may serve for a maximum of one term as each of the following officers:*

- 1. President-elect.*
- 2. President.*
- 3. Past president.*

*(4) Subject to subsection (6), a Member who has served as president-elect, president or past president is not eligible to serve on Council as a councillor-at-large or a regional councillor until the period described in subsection (5) has ended.*

*(5) For the purposes of subsection (4), the period that must have ended is the period beginning on the Member's last day of service in a term mentioned in subsection (4) and ending on the day of the sixth annual meeting of Members held following the Member's last day of service.*

*(6) The filling of the office of president under subsection (2) shall not be considered serving as president for the purposes of subsections (3) and (4).*

*(7) After a Member has served as vice-president for one term, the Member is not eligible to serve as vice-president again until the day of the tenth annual meeting of Members held following the Member's last day of service as vice-president.*

*(8) Subsections (3), (4), (5) and (6) apply for the purpose of determining the eligibility of a person for a term of office that begins after the day Ontario Regulation comes into force.*

## **2.4 Nomination Papers**

### **2.4.1 Filing of Papers**

All completed election forms must be addressed to the Registrar, c/o Chief Elections Officer via email at [elections@peo.on.ca](mailto:elections@peo.on.ca)

No filing of forms by fax, regular mail or personal delivery (in person or via courier) will be accepted.

### **2.4.2 Validity of Nominations**

S.14 (3) and S.15 of Regulation 941 set out what constitutes a valid nomination.

- 14. (3) A nomination under subsection (1) or (2) [of section 14] is not valid unless it is,*
- (a) signed by all the nominators;*
  - (b) forwarded to the Registrar together with the written consent of the Member nominated; and*
  - (c) received by the Registrar no later than the date and time set by the Council for the receipt of nominations in respect of the election.*

- 15. A Member nominated for election to Council must state in his or her consent to the nomination that he or she is a Canadian citizen resident in Ontario.*

2019 Voting Procedures for Election to the Council of the Association of Professional Engineers Ontario (PEO)

#### *Voting Procedure #5*

*Only nomination acceptance and petition forms completed without amendment in any way whatsoever will be accepted.*

### **3.0 Procedures**

Council approves the voting and election procedures annually. The 2019 procedures for the election of members to Council were approved by Council at its June 22, 2018 meeting.

#### **3.1 What's New for 2019 Council Elections**

1. Electronic signatures are now allowed on nomination forms.
2. The voting platform will include a summary of the choices made by the voter so that they can review their votes before casting the ballot.
3. Due to increased ISP and SPAM filters preventing the delivery of voting credentials, the Official Elections Agent will spool out the emails containing the ID and PIN numbers over a 48-hour period commencing on the first day of voting.

#### **3.2 Candidate Expenses**

Candidates for PEO Council may submit expense claims. The travel allowance to enable Candidates to travel to Chapter events during the period from the close of nominations to the close of voting will be based on the distance between chapters and the number of chapters in each region. Such travel expenses are only reimbursed in accordance with PEO's expense policy. The *Maximum Expense Reimbursement Allowance for Candidates Seeking Election to Council* was approved by the Regional Councillors Committee.

**For Regional Councillor Candidates**

**2019 Maximum Council Election Allowance (regional councillors) = Base travel allowance + Regional travel allowance**

Region	Base travel allowance (\$)	Regional travel allowance (\$)			Council Election Allowance (regional councillors) (\$) (calculated)	2019 Maximum Council Election Allowance (regional councillors) (rounded to nearest \$50) (\$)
		Average total distance to visit all chapters (km)	2018 PEO Mileage Rate (\$/km)	Regional travel allowance (\$)		
Eastern	\$ 780.00	1245.00	0.55	\$ 684.75	\$ 1,464.75	\$ 1,450.00
East Central	\$ 780.00	388.00	0.55	\$ 213.40	\$ 993.40	\$ 1,000.00
Northern	\$ 780.00	4345.00	0.55	\$ 2,389.75	\$ 3,169.75	\$ 2,000.00
Western	\$ 780.00	1406.00	0.55	\$ 773.30	\$ 1,553.30	\$ 1,550.00
West Central	\$ 780.00	129.00	0.55	\$ 70.95	\$ 850.95	\$ 850.00

\* Council Election Allowances (regional councillors) is capped at a maximum of \$2,000.00

**For Councillor-at-Large, VP and President Elect Candidates (at large)**

**2019 Maximum Council Election Allowance (at large) = 25% premium of 2019 Maximum Council Election Allowance (regional councillors)**

Region	2019 Maximum Council Election Allowance (regional councillors) (rounded to nearest \$50) (\$)	2019 Maximum Council Election Allowance (at large) (25% premium calculated or x1.25) (\$)	2019 Maximum Council Election Allowance (at large) (25% premium rounded to nearest \$50) (\$)
Eastern	\$ 1,450.00	\$ 1,812.50	\$ 1,800.00
East Central	\$ 1,000.00	\$ 1,250.00	\$ 1,250.00
Northern	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00
Western	\$ 1,550.00	\$ 1,937.50	\$ 1,950.00
West Central	\$ 850.00	\$ 1,062.50	\$ 1,050.00

### 3.3 Important Dates to Remember

Item	Date
Date nominations open	October 22, 2018
Date nominations close	4:00 p.m. – November 30, 2018
Deadline for submissions for <i>Engineering Dimensions</i> and on website	4:00 p.m. - December 10, 2018
Deadline for submission of URL's of candidates websites to which a link will be provided	4:00 p.m. – December 10, 2018
All Candidates Meetings	January 7 – 10, 2019
Date PEO's membership roster closes	January 11, 2019
Deadline for submission of material for eblast # 1	January 14, 2019
Date list of candidates and voting instructions to be mailed to members (The electronic packages will be spooled out over a 48-hour period)	January 18, 2019
Date voting will commence	January 18, 2019
Date of eblast # 1	January 21, 2019
Deadline for submission of material for eblast # 2	January 28, 2019
Date of eblast # 2	February 4, 2019
Deadline for submission of material for eblast # 3	February 11, 2019
Date of eblast # 3	February 19, 2019
Date voting closes	4:00 p.m. – February 22, 2019

**2019 Voting Procedures**  
**for Election to the 2019-2020 Council of the**  
**Association of Professional Engineers Ontario (PEO)**

The 2019 voting and election publicity procedures were approved by the Council of PEO in June, 2018. Candidates are responsible for familiarizing themselves with these procedures. Any deviation could result in a nomination being considered invalid. Candidates are urged to submit nominations and election material well in advance of published deadlines so that irregularities may be corrected before the established deadlines. Nominees' names are made available as received; all other election material is considered confidential until published by PEO.

1. The schedule for the elections to the 2019-2020 Council is as follows:

Date nominations open	October 22, 2018
Date nominations close	4:00 p.m. – November 30, 2018
Date PEO's membership roster will be closed for the purposes of members eligible to automatically receive election material <sup>7</sup>	January 11, 2019
Date a list of candidates and voting instructions will be sent to members	no later than January 18, 2019
Date voting will commence	on the date that the voting packages are sent to members, no later than January 18, 2019
Date voting closes	4:00 p.m. February 22, 2019

All times noted in these procedures are Eastern Time.

2. Candidates' names will be listed in alphabetical sequence by position on the list of candidates sent to members and on PEO's website. However, the order of their names will be randomized when voters sign into the voting site to vote.
3. A person may be nominated for only one position.

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<sup>7</sup> Members licensed after this date may call in and request that election information be mailed to them by regular mail, or, upon prior written consent by the member for use of his/her email address, via email, or via telephone

4. Nomination papers are to be submitted only by email ([elections@peo.on.ca](mailto:elections@peo.on.ca)) for tracking purposes. Forms will not be accepted in any other format (e.g. – fax, personal delivery, courier, regular mail).
5. Only nomination acceptance and petition forms completed in all respects, without amendment in any way whatsoever, will be accepted.
6. Signatures on nomination forms can be hand signed or electronic.
7. Signatures on nomination papers do not serve as confirmation that a member is formally endorsing a candidate.
8. Candidates will be advised when a member of the Central Election and Search Committee has declared a conflict of interest should an issue arise that requires the consideration of the Committee.
9. An independent agency has been appointed by Council to receive, control, process and report on all cast ballots. This “Official Elections Agent” will be identified to the Members with the voting material.
10. If the Official Elections Agent is notified that an elector has not received a complete election information package, the Official Elections Agent shall verify the identity of the elector and may either provide a complete duplicate election information package to the elector, which is to be marked “duplicate”, by regular mail or email or provide the voter’s unique control number to the voter and offer assistance via telephone. In order to receive such information via email, the elector must provide prior written consent to the use of his or her email address for this purpose.
11. Council has appointed a Central Election and Search Committee to:
  - encourage Members to seek nomination for election to the Council as president-elect, vice president or a councillor-at-large;
  - assist the Chief Elections Officer as may be required by him or her;
  - receive and respond to complaints regarding the procedures for nominating, electing and voting for members to the Council;
  - conduct an annual review of the elections process and report to the June 2019 Council meeting.
12. Council has appointed a Regional Election and Search Committee for each Region to:
  - encourage Members residing in each Region to seek nomination for election to the Council as a regional councillor.
13. Candidates for PEO Council may submit expense claims. The travel allowance to enable Candidates to travel to Chapter events during the period from the close of nominations to the close of voting will be based on the distance between chapters and the number of chapters each region. Such travel expenses are only reimbursed in accordance with PEO’s expense policy
14. Council has appointed an independent Chief Elections Officer to oversee the election process and to ensure that the nomination, election and voting are

conducted in accordance with the procedures approved by Council.

15. The Chief Elections Officer will be available to answer questions and complaints regarding the procedures for nominating, electing and voting for members to the Council. Any such complaints or matters that the Chief Elections Officer cannot resolve will be forwarded by the Chief Elections Officer to the Central Election and Search Committee for final resolution. Staff is explicitly prohibited from handling and resolving complaints and questions, other than for administrative purposes (e.g. forwarding a received complaint or question to the Chief Elections Officer).
16. On or before the close of nominations on November 30, 2018 the President will appoint three Members or Councillors who are not running in the election as Returning Officers to:
  - approve the final count of ballots;
  - make any investigation and inquiry as they consider necessary or desirable for the purpose of ensuring the integrity of the counting of the vote; and
  - report the results of the vote to the Registrar not later than March 8, 2019
17. Returning Officers shall receive a per diem of \$250 plus reasonable expenses to exercise the duties outlined above.
18. Nomination papers are to be submitted only by email for tracking purposes. Forms will not be accepted by any other format (e.g. – personal delivery, courier, fax or regular mail) Candidates should allow sufficient time for their emails to go through the system to ensure that the completed papers are, in fact received by the Chief Elections Officer by the 4:00 pm November 30, 2018 deadline. In the event of a dispute as to when the forms were sent vs received, a candidate can provide the Chief Elections Officer with a copy of his/her email to PEO that would indicate the time the nomination forms were sent from his/her computer. A nomination, once withdrawn, may not be re-instated
19. If a candidate withdraws his or her nomination for election to PEO Council prior to the preparation of the voting site, the Chief Elections Officer shall not place the candidate's name on the voting site of the Official Elections Agent or on the list of candidates sent to members and shall communicate to Members that the candidate has withdrawn from the election. If the candidate withdraws from the election after the electronic voting site has been prepared, the Chief Elections Officer will instruct the Official Elections Agent to adjust the voting site to reflect the candidate's withdrawal.
20. A newly-completed nomination petition form, in addition to a new acceptance form, is required when a candidate changes his/her mind on the position sought.
21. In the event a Chapter holds an All Candidate meeting, the Chapter must invite all Candidates for which voters in that region are eligible to vote to the meeting.
22. Voting will be by electronic means only (internet and telephone). Voting by Electronic means will be open at the same time the electronic election packages are sent out.

23. All voting instructions, a list of candidates and their election publicity material will be sent to members. All voters will be provided with detailed voting instructions on how to vote electronically. Control numbers or other access control systems will be sent to members by email after the election package has been sent out. The Official Election Agent will send out an eblast with control numbers (PINs) every Monday during the election period. Election material sent to members electronically or by mail will contain information related to the All Candidates Meetings.
24. Verification of eligibility, validity, or entitlement of all votes received will be required by the Official Elections Agent. Verification by the Official Elections Agent will be by unique control number to be provided to voters with detailed instructions on how to vote by the internet and by telephone.
25. The Official Elections Agent shall keep a running total of the electronic ballot count and shall report the unofficial results to the Chief Elections Officer who will provide the candidates with the unofficial results as practically possible.
26. Voters need not vote in each category to make the vote valid.
27. There shall be an automatic recount of the ballots for a given candidate category for election to Council or by-law confirmation where the vote total on any candidate category for election to Council between the candidate receiving the highest number of votes cast and the candidate receiving the next highest number of votes cast is 25 votes or less for that candidate category or where the votes cast between confirming the by-law and rejecting the by-law is 25 votes or less.
28. Reporting of the final vote counts, including ballots cast for candidates that may have withdrawn their candidacy after the opening of voting, to PEO will be done by the Returning Officers to the Registrar, who will advise the candidates and Council in writing at the earliest opportunity.
29. Certification of all data will be done by the Official Elections Agent.
30. The Official Elections Agent shall not disclose individual voter preferences.
31. Upon the direction of the Council following receipt of the election results, the Official Elections Agent will be instructed to remove the electronic voting sites from its records.
32. Election envelopes that are returned to PEO as undeliverable are to remain unopened and stored in a locked cabinet in the Document Management Centre (DMC) without contacting the member until such time as the election results are finalized and no longer in dispute.
33. Elections Staff shall respond to any requests for new packages as usual (i.e.: if the member advises that he/she has moved and has not received a package, the

member is to be directed to the appropriate section on the PEO website where the member may update his/her information with DMC).

34. DMC staff shall advise Elections Staff when the member information has been updated; only then shall the Elections Staff request the Official Elections Agent to issue a replacement package with the same control number.
35. Elections Staff are not to have access to, or control of, returned envelopes.
36. After the election results are finalized and no longer in dispute, the Chief Elections Officer shall authorize the DMC to unlock the cabinet containing the unopened returned ballot envelopes so that it may contact members in an effort to obtain current information.
37. After the DMC has determined that it has contacted as many members whose envelopes were returned as possible to obtain current information or determine that no further action can be taken to obtain this information, it shall notify the Elections Staff accordingly and destroy the returned elections envelopes.
38. Nothing in the foregoing will prevent additions and/or modifications to procedures for a particular election if approved by Council.
39. The All Candidates Meetings will take place the week of January 7, 2019.
40. All questions from, and replies to, candidates are to be addressed to the Chief Elections Officer:

By e-mail: [elections@peo.on.ca](mailto:elections@peo.on.ca)

By Letter mail: Chief Elections Officer  
c/o Professional Engineers Ontario  
101 – 40 Sheppard Avenue West  
Toronto, ON M2N 6K9

**2019 Election Publicity Procedures**  
**for Election to the 2019-2020 Council of the**  
**Association of Professional Engineers of Ontario (PEO)**

**Important Dates to Remember**

Deadline for receipt of publicity materials for publication in <i>Engineering Dimensions</i> and on the PEO website, including URLs to candidates' own websites	4:00 p.m. – December 10, 2018
Deadline for submission of candidate material to eblast to members	1. January 14, 2019—1 <sup>st</sup> eblast 2. January 28, 2019—2 <sup>nd</sup> eblast 3. February 11, 2019—3 <sup>rd</sup> eblast
Dates of eblasts to members	1. January 21, 2019 2. February 4, 2019 3. February 19, 2019
Date of posting period	January 21, 2019 to February 23, 2019
Dates of voting period	12:00 p.m. January 18, 2019 to 4:00 p.m. February 22, 2019.

Note: All times indicated in these procedures are Eastern Time.

1. Names of nominated candidates will be published to PEO's website as soon as their nomination is verified.
2. Names of all nominated candidates will be forwarded to members of Council, chapter chairs and committee chairs, and published on PEO's website by December 3, 2018
3. Candidates will have complete control over the content of all their campaign material, including material for publication in *Engineering Dimensions*, on PEO's website, and on their own websites subject to the specifications as outlined in Schedule A. Candidates are reminded that candidate material is readily available to the public and should be in keeping with the dignity of the profession at all times. Material will be published with a disclaimer. The Chief Elections Officer may seek a legal opinion prior to publishing/posting of any material if the Chief Elections Officer believes campaign material could be deemed libelous. The Chief Elections Officer has the authority to reject the campaign material if so advised by legal counsel.

4. Candidate material may contain personal endorsements provided there is a clear disclaimer indicating that the endorsements are personal and do not reflect or represent the endorsement of PEO Council, a PEO chapter or committee, or any organization with which an individual providing an endorsement is affiliated.
5. Candidates have the option of using one of two templates to present their election material in *Engineering Dimensions*. Both templates are included in Schedule A of these procedures. Option 1: Candidates using the blank template will have discretion over the presentation of their material, including but not limited to, font style, size and effects. The size of the blank template is the equivalent of one-half page, including border, in *Engineering Dimensions* (6.531 inches wide x 4.125 inches in height). If candidate submissions do not include a border, one will be added, as shown on the template. If submissions exceed the bordered one-half page, they will be mechanically reduced to fit within the border. Option 2: Candidates using the fillable template must provide responses to the questions provided in the allotted space. The presentation of the fillable template is fixed and no modifications will be permitted. The fillable template is the same size as the blank template (6.531 inches wide x 4.125 inches in height).
6. Candidates using the blank template will be permitted to include their portrait within the template. Candidates using the fillable template must submit their portrait separately for insertion into the designated location by PEO staff. Only portraits taken within the last five years will be accepted for inclusion in either template.
7. All material for publishing on PEO's website and in *Engineering Dimensions* must be submitted to the Chief Elections Officer at [elections@peo.on.ca](mailto:elections@peo.on.ca) in accordance with Schedule A attached. Candidates shall not use the PEO logo in their election material.
8. Candidates' material for publication in *Engineering Dimensions* and on the website, including URLs to candidates' own websites, must be forwarded to the Chief Elections Officer at the association's offices or via email at [elections@peo.on.ca](mailto:elections@peo.on.ca) no later than December 10, 2018 at 4:00 p.m., and in accordance with Schedule A attached. Candidate material will be considered confidential, and will be restricted to staff members required to arrange for publication, until published on PEO's website. All candidates' material will be published to PEO's website at the same time. In the event of a dispute as to when the forms were sent vs received, a candidate can provide the Chief Elections Officer with a copy of his/her email to PEO that would indicate the time the nomination forms were sent from his/her computer. A nomination once withdrawn, may not be re-instated.
9. If campaign material is submitted by a candidate without identifying information, PEO staff are authorized to contact the candidate and ask if he/she wishes to resubmit material. If campaign material is received by the Chief Elections Officer and returned to the candidate for amendment to comply with the Election Publicity Procedures, and the amended material is not returned within the prescribed time, staff will publish the material with a notation explaining any necessary amendments by staff.
10. Candidate publicity material will be published as a separate insert in the January/February 2019 issue of *Engineering Dimensions* and to PEO's website in January 2019 and included in any hardcopy mailing to eligible voters with voting instructions. Links to candidate material on PEO's website will be included in any electronic mailing to eligible voters.
11. Candidates may publish additional information on PEO's website, provided they email their material to the Chief Elections Officer in the format set out in Schedule A. This material must be received by the Chief Elections Officer no later than December 10, 2018.
12. Candidates may submit updates to their material on PEO's website once during the posting period. Any amendments to a candidate's name/designations are to be considered part of the one-time update

permitted to their material during the posting period. Candidates may include links to PEO publications, but *not* a URL link to a third party, in their material on PEO's website. Links to PEO publications are not considered to be to a third party. For clarity, besides links to PEO publications, the only URL link that may be included in a candidate's material on PEO's website is a URL link to the candidate's own website.

13. Candidates may post more comprehensive material on their own websites, which will be linked from PEO's website during the posting period. Candidates may include active links to their social media accounts (Facebook, Twitter, LinkedIn, etc.) in material appearing in *Engineering Dimensions*, published on PEO's election site (i.e. the 1000-word additional information candidates may submit), or included in an eblast of candidate material.
14. PEO will provide three group email distributions to members of candidate publicity material beyond the material published in *Engineering Dimensions*. Material to be included in an eblast must be submitted to the Chief Elections Officer at [elections@peo.on.ca](mailto:elections@peo.on.ca) in accordance with Schedule A. In the event of a dispute as to when the forms were sent vs received, a candidate can provide the Chief Elections Officer with a copy of his/her email to PEO that would indicate the time the nomination forms were sent from his/her computer. A nomination once withdrawn, may not be re-instated.
15. All material for eblast messages must be submitted in a Word document only and must not be included as part of the message in the transmission email. Where the email message is received in with a font size or style that is different from the specifications but otherwise meets all the requirements, the Chief Elections Officer may authorized staff to change only the size and font of the material so that it conforms to specifications. Staff are prohibited from amending material in any way except with written permission of the candidate.
16. Candidates are responsible for responding to replies or questions generated by their email message.
17. The Chief Elections Officer is responsible for ensuring that all candidate material (whether for *Engineering Dimensions*, PEO's website, or eblasts) complies with these procedures. Where it is deemed the material does not satisfy these procedures, the Chief Elections Officer will, within three full business days from receipt of the material by the association, notify the candidate or an appointed alternate, who is expected to be available during this period by telephone or email. The candidate or appointed alternate will have a further three full business days to advise the Chief Elections Officer of the amendment. Candidates are responsible for meeting this deadline. Should a candidate fail to re-submit material within the three-business-day period, the candidate's material will be published with a notation explaining any necessary amendments by staff.
18. PEO will provide candidates the opportunity to participate in All Candidate Meetings, which will be held at PEO offices during the week of January 7, 2019. The All Candidate Meetings will be video recorded for posting on PEO's website. On the day of the first All Candidate Meeting, an eblast will be sent to members announcing that these video recordings will be posted on the PEO website within two business days.
19. Caution is to be exercised in determining the content of issues in membership publications published during the voting period, including chapter newsletters. Editors are to ensure that no candidate is given additional publicity or opportunities to express viewpoints of issues in membership publications distributed during the voting period from January 18, 2019 until the close of voting on February 22, 2019 beyond his/her candidate material published in the January/February issue of *Engineering Dimensions*, and on the PEO website. This includes photos (with or without captions), references to, or quotes or commentary by, candidates in articles, letters to the editor, and opinion pieces. PEO's communications vehicles should be, and should be seen to be, nonpartisan. The above does not prevent a PEO publication from including photos of candidates taken during normal PEO activities – e.g. licensing ceremonies, school activities, GLP events, etc., provided there is no expression of viewpoints. For greater clarity, no election-specific or

election-related articles, including Letters to the Editor and President's Message, are to be included in *Engineering Dimensions* during the voting period. *Engineering Dimensions* or other PEO publications may contain articles on why voting is important.

20. Chapters may not endorse candidates, or expressly *not* endorse candidates, in print, on their websites or through their list servers, or at their membership meetings or activities during the voting period. Where published material does not comply with these procedures, the Chief Elections Officer will cause the offending material to be removed if agreement cannot be reached with the chapter within the time available.
21. Councillors may use their positions to encourage candidates to stand for PEO office and members to participate in the election process, but may not endorse candidates for PEO election.
22. Candidates may attend chapter annual general meetings and network during the informal portion of the meeting. Candidates are permitted to attend chapter functions in their current official capacity but are prohibited from campaigning while operating in their official capacity.
23. The Central Election and Search Committee is authorized to interpret the Voting and Election Publicity guidelines and procedures, and to rule on candidates' questions and concerns relating to them.

These Election Publicity Procedures form part of the Voting Procedures.

**Schedule A - 2019 Election Publicity Procedures**

**Specifications for Candidate Materials**

<p><b>Publication Format (candidate profiles in <i>Engineering Dimensions</i> and on PEO's website)</b></p>	<p>Option 1: Blank template</p> <p>Candidates using the blank template to present their material for publication in <i>Engineering Dimensions</i> must ensure the content fits into the bordered template provided at the end of these specifications. The template dimensions are 6.531 inches wide and 4.125 inches in height. All submissions will be published with a border. If submissions are received without a border, one will be added as shown on the template. If submissions do not fit within the template, they will be mechanically reduced to fit.</p> <p>All material for publication must be submitted as a PDF document with images in place for reference, and as a formatted Word file, or in a Word-compatible file, showing where portraits are to be placed. Portraits must also be submitted as specified below.</p> <p>Candidates shall not use the PEO logo in their election material.</p> <p>The publications staff needs both a PDF file and a Word file of candidate material. This allows them to know how candidates intend their material to look. If there are no difficulties with the material, the PDF file will be used. The Word file is required in case something isn't correct with the submission (just a bit off on the measurement, for example), as it will enable publications staff to fix the problem. A hard and/or digital copy of a candidate's portrait is required for the same reason and for use on the PEO election website.</p>
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	<p><b>Option 2: Fillable template</b></p> <p>Candidates using the fillable template must provide responses to the questions provided in the allotted space. The completed template must be submitted as a PDF document.</p> <p>Portraits must be submitted separately, as specified in the portraits section below, and will be added to the template by PEO staff.</p> <p>The presentation of the fillable template is fixed and no modifications will be permitted.</p> <p>The template dimensions are 6.531 inches wide and 4.125 inches in height.</p> <p>The profile template will be available on PEO’s elections website, <a href="http://www.peovote.ca">www.peovote.ca</a>.</p> <p>Note: Candidate material may contain personal endorsements provided there is a clear disclaimer indicating that the endorsements are personal and do not reflect or represent the endorsement of PEO Council, a PEO chapter or committee, or any organization with which an individual providing an endorsement is affiliated.</p> <p>A hard and/or digital copy of a candidate’s portrait is also required for use on the PEO Elections website.</p>
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<p><b>Portraits</b></p>	<p>Portraits must be at least 5" x 7" in size if submitted in hard copy form so that they are suitable for scanning ("snapshots" or passport photographs are not suitable.)</p> <p>If submitted in digital form, they must be JPEG-format files of at least 300 KB but no more than 2MB.</p> <p>Candidates can submit a digital portrait at the specifications noted, or hard copy as noted, and preferably both. In case the digital file is corrupted or not saved at a sufficiently high resolution, publications staff can rescan the portrait (hard copy) to ensure it prints correctly, as indicated on the PDF.</p> <p>Only portraits taken in the last five years will be accepted.</p>
<p><b>PEO Website (candidates' additional information)</b></p>	<p>Candidates may publish additional information on PEO's website by submitting a Word or Word-compatible file of no more than 1000 words, and no more than three non-animated graphics in JPEG or GIF format. Graphics may not contain embedded material.</p> <p>Candidates may post additional material on their own websites, which will be linked from PEO's website. URLs for candidates' websites must be active by December 11, 2018.</p> <p>Candidates may include links to PEO publications but <i>not</i> a URL link to a third party in their material that is to be posted on PEO's website. Links to PEO publications are not considered to be to a third party. For clarity, the only URL link that may be included in a candidate's material on PEO's website is the URL to the candidate's own website. Candidates may include active links to their social media accounts (Facebook, Twitter, LinkedIn, etc.)</p>

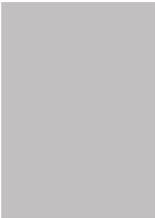
<p><b>Deadline for <i>Engineering Dimensions</i> and website additional information submissions</b></p>	<p>Candidates' material for publication in <i>Engineering Dimensions</i> and on PEO's website must be forwarded to the Chief Elections Officer at (<a href="mailto:elections@peo.on.ca">elections@peo.on.ca</a>) by December 10, 2018 at 4:00 p.m.</p>
<p><b>Eblast material</b></p>	<p>Candidates are permitted a maximum of 300 words for email messages. Messages are to be provided in 11 pt. Arial font; graphics are not permitted. For clarity, a "graphic" is an image that is either drawn or captured by a camera.</p>
<p><b>Deadline eblasts to members</b></p>	<p>Candidates' material for eblasts to members must be forwarded to the Chief Elections Officer at (<a href="mailto:elections@peo.on.ca">elections@peo.on.ca</a>):</p> <p>By January 14—for eblast on January 21</p> <p>By January 28—for eblast on February 4</p> <p>By February 11—for eblast on February 19</p>
<p><b>Help</b></p>	<p>Candidates should contact the Chief Elections Officer (<a href="mailto:elections@peo.on.ca">elections@peo.on.ca</a>) if they have questions about requirements for publicity materials.</p>

Template options for *Engineering Dimensions*

Option 1: Blank template



## Option 2: Fillable template

	<p>Name:</p> <p>Employer and position:</p> <p>Degree(s), school(s) attended, year(s) of graduation:</p> <p>Employment history:</p> <p>Participation on PEO Council, committee/task forces, chapters:</p> <p>Other professional affiliations and community service:</p> <p>Years of registration in Ontario:</p>	<p>Candidate statement:</p>
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**NOMINATION FORM**

I, the undersigned, being a member of Professional Engineers Ontario (PEO), do hereby nominate and endorse <name of candidate> as a candidate for the position of <Council office> in the 2019 PEO Council elections.

It is my understanding that the candidate I am nominating is a Canadian citizen or has the status of a permanent resident of Canada, is currently living in Ontario, and in the case of nomination for the position of Regional Councillor also resides in the region in which he/she is being nominated, and is willing to serve if elected.

I further attest that:

(i) I have known the candidate for at least two years;

(ii) I have reviewed the roles and responsibilities for the position of <Council office> as published on PEO’s website;

(iii) On the basis of personal experience of the candidate, I believe he/she possesses the desired attributes of a PEO Councillor in the position of <Council position>.

**Name of Nominator** \_\_\_\_\_  
(as it appears in PEO’s Register)

**Nominator’s PEO Licence Number** \_\_\_\_\_

**Nominator’s Address** \_\_\_\_\_  
\_\_\_\_\_

**Nominator’s Region** \_\_\_\_\_

**Nominator’s Signature** \_\_\_\_\_



**NOMINATION ACCEPTANCE FORM**

**President-elect**

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY NOVEMBER 30, 2018 AT 4:00PM**

I, \_\_\_\_\_, hereby agree to stand as a candidate for election as **President-Elect** in the 2019 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a three-year term (2019-2022). I am a Canadian citizen or have the status of a permanent resident of Canada, and am currently residing in Ontario.

I declare that the information in this nomination acceptance form and in all other information provided to PEO in support of my nomination and election to PEO Council is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I declare that I have read and understand Sections 1 and 2 of the *Council Manual*, as published on PEO’s website, in particular Sections 1.4 – PEO’s Core Values, 2.2 - Duties and Responsibilities of Councillors at Law; 2.3 - Duties Under By-Law No. 1; and 2.4 – Councillors’ Code of Conduct, and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

I declare that I have familiarized myself with the roles and responsibilities of the office of President-elect, and that I am adequately prepared to serve in that capacity.

I hereby agree to accept the results of the election as verified by PEO’s Returning Officers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO’S WEBSITE AND IN PRINT**

NAME AND DESIGNATIONS: \_\_\_\_\_

PEO LICENCE NO. \_\_\_\_\_

PREFERRED MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

FAX: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

\_\_\_\_\_

PUBLIC E-MAIL ADDRESS: \_\_\_\_\_

**Candidates are required to provide an e-mail address to be used and made public for election purposes only.**



**NOMINATION ACCEPTANCE FORM**

**Vice President**

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY NOVEMBER 30, 2018 AT 4:00PM**

I, \_\_\_\_\_, hereby agree to stand as a candidate for election as **Vice President** in the 2019 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a one-year term (2019-2020). I am a Canadian citizen or have the status of a permanent resident of Canada, and am currently residing in Ontario.

I declare that the information in this nomination acceptance form and in all other information provided to PEO in support of my nomination and election to PEO Council is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I declare that I have read and understand Sections 1 and 2 of the *Council Manual*, as published on PEO’s website, in particular Sections 1.4 – PEO’s Core Values, 2.2 - Duties and Responsibilities of Councillors at Law; 2.3 - Duties Under By-Law No. 1; and 2.4 – Councillors’ Code of Conduct, and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

I declare that I have familiarized myself with the roles and responsibilities of the office of Vice President, and that I am adequately prepared to serve in that capacity.

I hereby agree to accept the results of the election as verified by PEO’s Returning Officers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO’S WEBSITE AND IN PRINT**

NAME AND DESIGNATIONS: \_\_\_\_\_

PEO LICENCE NO. \_\_\_\_\_

PREFERRED MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

FAX: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

PUBLIC E-MAIL ADDRESS: \_\_\_\_\_

**Candidates are required to provide an e-mail address to be used and made public for election purposes only.**



**NOMINATION ACCEPTANCE FORM**

**Councillor-at-Large**

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY NOVEMBER 30, 2018 AT 4:00PM**

I, \_\_\_\_\_, hereby agree to stand as a candidate for election as **Councillor-at-Large** in the 2019 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a two-year term (2019-2021). I am a Canadian citizen or have the status of a permanent resident of Canada, and am currently residing in Ontario.

I declare that the information in this nomination acceptance form and in all other information provided to PEO in support of my nomination and election to PEO Council is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I declare that I have read and understand Sections 1 and 2 of the *Council Manual*, as published on PEO’s website, in particular Sections 1.4 – PEO’s Core Values, 2.2 - Duties and Responsibilities of Councillors at Law; 2.3 - Duties Under By-Law No. 1; and 2.4 – Councillors’ Code of Conduct, and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

I declare that I have familiarized myself with the roles and responsibilities of the office of Councillor-at-Large, and that I am adequately prepared to serve in that capacity.

I hereby agree to accept the results of the election as verified by PEO’s Returning Officers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO’S WEBSITE AND IN PRINT**

NAME AND DESIGNATIONS: \_\_\_\_\_

PEO LICENCE NO. \_\_\_\_\_

PREFERRED MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

FAX: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

PUBLIC E-MAIL ADDRESS: \_\_\_\_\_

**Candidates are required to provide an e-mail address to be used and made public for election purposes only.**

**NOMINATION ACCEPTANCE FORM**

**Regional Councillor**

***THIS FORM MUST BE COMPLETED AND SUBMITTED BY NOVEMBER 30, 2018 AT 4:00PM***

I, \_\_\_\_\_, hereby agree to stand as a candidate for election as

\_\_\_\_\_ **Regional Councillor** in the 2019 elections for Council of Professional Engineers Ontario (PEO), and not to withdraw my candidacy except under exceptional circumstances. If elected, I further agree to serve on Council for a two-year term (2019-2021). I am a Canadian citizen or have the status of a permanent resident of Canada, and am currently residing in Ontario in the region in which I stand for election.

I declare that the information in this nomination acceptance form and in all other information provided to PEO in support of my nomination and election to PEO Council is true and complete to the best of my knowledge. I understand that a false statement or misrepresentation could result in disciplinary action under the *Professional Engineers Act*.

I declare that I have read and understand Sections 1 and 2 of the *Council Manual*, as published on PEO's website, in particular Sections 1.4 – PEO's Core Values, 2.2 - Duties and Responsibilities of Councillors at Law; 2.3 - Duties Under By-Law No. 1; and 2.4 – Councillors' Code of Conduct, and agree to act in accordance with these sections in carrying out my duties as a Councillor if elected to PEO Council.

I declare that I have familiarized myself with the roles and responsibilities of the office of Regional Councillor, and that I am adequately prepared to serve in that capacity.

I hereby agree to accept the results of the election as verified by PEO's Returning Officers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PRINT OR TYPE YOUR NAME AND DESIGNATIONS AS YOU WISH THEM TO APPEAR ON PEO'S WEBSITE AND IN PRINT**

NAME AND DESIGNATIONS: \_\_\_\_\_

PEO LICENCE NO. \_\_\_\_\_

PREFERRED MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

FAX: BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

PUBLIC E-MAIL ADDRESS: \_\_\_\_\_

***Candidates are required to provide an e-mail address to be used and made public for election purposes only.***



# Memorandum

**TO:** Chief Elections Officer  
Email: [elections@peo.on.ca](mailto:elections@peo.on.ca)

**FROM:** \_\_\_\_\_

**SUBJECT:** Appointment of Election Material Sign-off Representative

As provided in the 2019 Election Publicity Procedures, I hereby appoint \_\_\_\_\_  
\_\_\_\_\_ as my representative to sign off on my  
election publicity material in my stead.

I acknowledge that, as the candidate in the 2019 Council elections, I bear ultimate  
responsibility for the content of the material.

Date \_\_\_\_\_  
\_\_\_\_\_ (signature of candidate)

\* \* \* \* \*

I, \_\_\_\_\_, accept the above appointment.

I may be contacted at:

Email: \_\_\_\_\_

Daytime Phone No: \_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_ (signature of appointee)