

**Union Bay Improvement District**  
**Official Election Policy and Procedure**  
Election of Trustees

Approved by: Board of Trustees Policy #11-A0014 (formerly 04.08.15)  
Date: April 20, 2011(revision)  
Motion:

Purpose: To establish the election policy and procedures for electing trustees.

Policy: The Union Bay Improvement District shall consist of five (5) trustees. Trustees are elected annually on a rotating basis of 3 years each – 2 – 2 – 1. Elections are normally carried out at the Annual General Meeting, but may occur at a special meeting that has been called to address a vacancy that may occur during the year.

Procedure:

- The board shall appoint a returning officer to preside over an election. A chair or other trustee should not preside over the election because there may be a perception of bias.
- Nominations received prior to the meeting will be announced by the returning officer. The returning officer will then call three times for nominations from the floor.
- The returning officer shall be responsible for the distribution of the ballots, the collecting and supervising the count of the ballots.
- There shall be two separate individuals to count the ballots appointed by the returning officer prior to the election date.
- Candidates named on the ballot may be permitted one scrutineer to attend the counting of the ballots.

I HEREBY CERTIFY THAT the foregoing is a true copy of Policy #11-A0014 as approved by the Board of Trustees and sealed with the District seal on the 20th day of April 2011.

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Brenda Fisher, Administrator