



## **BIA General Election Process**

### **1. Call of an Election**

- a. An election will be conducted within four (4) months of a new term of Council commencing or as directed by Council. Clerks and Economic development will assist with the process.
- b. If a vacancy occurs more than six (6) months prior to the expiration of the Boards term of office, an election to appoint a qualified person for recommendation to Council to fill the vacancy is required. If the vacancy occurs after 3.5 years of the 4-year term in office, the Board may appoint a qualified person for recommendation to Council to fill the vacancy for the remainder of the term of office.
- c. The date and location of the election shall be advertised to the membership by any or all of the following: email, direct mail, public advertisement and/or social media accounts. Notice will be provided for a minimum of (3) weeks in advance of the election.

### **2. Nominations**

- a. The BIA shall advertise the call for nominations and election by any of the following: email, direct mail, public advertisement and social media accounts. Notice will be provided for a minimum of (3) weeks to the membership.
- b. Nomination forms shall be made available on the Municipality's website, BIA Website, Service Cambridge desk and at any other location specified. These locations will be advertised in the call for nominations advertisements.
- c. All nominations must be received at Service Cambridge at City Hall and verified by Clerks and Economic Development
- d. Nominations will be due at 4:30 p.m. on September 13, 2024. This deadline must be specified in the call for nominations advertisement.

- e. A person may withdraw their nomination by filing a written withdrawal with the Nominating Committee up to 4:30 p.m. on September 13, 2024.
- f. If at 4:30 p.m. on September 13, 2024, the number of certified candidates for an office is the same as or less than the number to be elected, the City Clerk shall immediately declare the candidate or candidates elected by acclamation.

### 3. Election

- a. The Business Improvement Area Election shall be conducted by ballot in person at the time and location specified by the respective BIA, at their respective AGM's.
- b. Each member has one vote regardless of the number of properties that the member may own or lease in the Improvement Area. A member must show proof of identification and business/property ownership.