

ADMINISTRATIVE REPORT

TO: Board of Directors

DATE: November 7, 2024

RE: **Chair/Vice Chair Election Process**

- 215** (1) At the first meeting held after November 1 in each year, the board must elect a chair and a vice chair.
- (2) The vice chair has, during the absence, illness or other disability of the chair, all the powers of the chair and is subject to all rules applicable to the chair.
- (3) If the chair and the vice chair are not present at a meeting of the board, the directors present may elect an acting chair who, during that meeting, has all the powers of the chair and is subject to all rules applicable to the chair.
- (4) For the purposes of elections under this section, each director present at the meeting has one vote in each election for an office.

POWERS AND DUTIES OF CHAIR

S. 216 of the *Local Government Act* provides that the chair is the head and chief executive officer of the regional district; and, in addition to the chair's powers and duties as a board member, the chair has the following duties:

- (a) to see that the law is carried out for the improvement and good government of the regional district;
- (b) to communicate information to the board;
- (c) to preside at board meetings when in attendance;
- (d) to recommend bylaws, resolutions and measures that, in the chair's opinion, may assist the peace, order and good government of the regional district in relation to the powers conferred on the board by an enactment;
- (e) to direct the management of regional district business and affairs;
- (f) to direct the conduct of officers and employees in accordance with S. 239 and 240 of the *Local Government Act*.

Informally, the Chair:

- a) Serves as the “face” of the Board and is required to represent the Board at many events throughout the Regional District.
- b) Related to 216 (d), with the Vice-Chair and Chief Administrative Officer, sets the Board Meeting Agenda.

- c) Issues media releases on behalf of the Corporation.
- d) Declares a State of Local Emergency, when required.

ELECTION OF CHAIR

1. The Corporate Officer will declare nominations open for the position of Chair for the Regional District of Okanagan Similkameen.
2. Each nomination will require a mover and seconder. The Member nominated will be asked if they are willing to let their name stand for the position.
3. The Corporate Officer will call for additional nominations until, after three calls, there are no further nominations from the Floor.
4. Once nominations close, Nominees will be allowed up to three (3) minutes to present their platform to the Board, in the order of nomination.
5. Each Member shall have one vote, with each vote to have equal weight.
6. A simple majority of the Board of Directors is required to elect a Chair. Should there be more than two Nominees for the position, and if on the first ballot a Chair is not elected by a majority of the Board, the Nominee with the lowest number of votes shall be dropped and a second ballot will be initiated. This process will continue until a Member is elected.
7. In the event of a tie vote, the election shall be determined by toss of a coin.
8. Following the vote, the CAO will announce the name of the Chair-elect resulting from the secret ballot.
9. Unsuccessful candidates for Chair are eligible to stand for Vice Chair, if nominated.
10. Following the election of the Chair, the Corporate Officer shall conduct the election of the Vice-Chair with the same rules applied to elect a Chair.
11. Following the election of a Vice-Chair, the CAO shall turn the meeting over to the Chair to proceed with the remainder of the agenda.