

Village of Elbow – By-Election Memo

To: All Candidates

From: Yvonne Jess, Returning Officer

Subject: **August 20, 2014 Municipal By-Election for ONE Councillor**

Date: June 26, 2014

Introduction

The purpose of this memo is to provide you with a guideline as to the key dates and procedures that must happen between now and the By-Election.

Candidate's Qualifications

- At least 18 years of age on By-Election Day.
- Canadian citizen.
- Resident of Saskatchewan for at least 6 months.
- Resident of the Village of Elbow for at least 3 months.

FYI – a member of Council can be disqualified for missing consecutive meetings. Section 147(1)(c) of *The Municipalities Act* states, "A member of Council is disqualified from council if the member is absent from all regular council meetings held during any period of three consecutive months during which at least two meetings of the council have been held, starting with the date that the first meeting is missed, unless the absence is authorized by a resolution of Council."

Elector's Qualifications

- At least 18 years of age on By-Election Day.
- Canadian citizen.
- Resident of Saskatchewan for at least 6 months.
- And one of the following:
 - A resident of the Village of Elbow for at least 3 months; or
 - An owner of assessable land within the Village of Elbow for at least 3 months on Election Day.

Nomination Papers

Nominations may be picked up and filed at the Elbow Village Office during normal office hours (9 a.m. – noon & 1 – 5 p.m.) from Thursday, June 26 until Tuesday, July 15, 2014 and on Wednesday, July 16, 2014 at the Elbow Village Office between the hours of 9 a.m. – 4 p.m.

- The nomination form has a front and back portion, and candidates must ensure that the following has been entered:
 - The candidate's name and address must appear on the front of the nomination form together with the office they are running for
 - Five (5) eligible electors who meet the qualifications noted above must sign the front of the form
 - The back of the form must show the name and occupation of the candidate, as it will appear on the ballot, as well as the office that they are running for.
 - The back of the form must be dated and signed by the candidate in the presence of two (2) witnesses.
 - The witnesses do not have to be electors or residents of the community – they must be of legal age (18 or over).

Nomination Withdrawals

A candidate may withdraw his nomination by filing a written notice with the returning officer or the nomination officer any time during normal office hours after they have filed their nomination, and on Thursday, July 17th from 9:00 a.m. until noon.

Election Day

Election Day is Wednesday, August 20, 2013 with the polls open from 9:00 a.m. until 8:00 p.m. Voting will take place at the Elbow Village Office.

Candidate / Agents

All candidates and their agents may arrive or depart from the advance poll or the election day poll at any time from opening until closing of the polls. Any candidate and no more than two (2) of their agents may be present at any one time.

- All candidates and their agents must register with the Deputy Returning Officer and sign a form when attending at the polls.
- Seating will be assigned at the polling place from which to observe the vote
- Candidates or agents shall not:
 - question electors or attempt to influence their voting decision in any way
 - make their objection directly to the elector if they object to that elector voting – the objection must be made to the Deputy Returning Officer, after the ballot has been presented to the elector
 - attempt to determine how an elector has voted or will vote, or communicate to anyone how an elector has voted or will vote
 - canvass or solicit votes in, or within 50 meters of, the polling place
 - At the counting of the ballots, only the candidate or one (1) agent may be present.

Post Election Procedures

- Ballots will be counted, and those elected will be determined on August 20th.
- Official results will be announced on August 20th.
- The first Council meeting after the By-Election has been scheduled for Monday, September 8th. (Meetings are typically the 2nd Monday each month)
- All elected candidates are required to sign on oath prior to assuming their duties.

Advertising

Please ensure each advertisement states who authorized the ad. Keep all campaign materials at least 50 meters from the Elbow Village Office (the polling place).

Persons Entitled to be in Polling Area

- Election officials
- Each candidate
- Not more than two authorized agents of a candidate
- Any person acting as an escort of a voter who is blind or otherwise incapacitated
- Elector waiting to cast his ballot

Further Information

If you required further information, please contact me at 854-2277

FORM I (FRONT)
[Section 46 of the Act]
[Subsection 10(1) of the Regulations]

Nomination

We the undersigned, being electors of the:

<u>Village</u> of <u>Elbow</u> <small>(City, Town, Village, Resort Village, Northern Municipality)</small>

nominate _____
(name)

of _____, to be a candidate at the election to be
(street address or legal land description)

held on the 20th day of August, 2014, for the

office of:

Mayor: <u>Village</u> of <u>Elbow</u> <small>(City, Town, Village, Resort Village, Northern Municipality)</small>
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Signature (at least five required)	Name (printed)	Street address or legal land description
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FORM I (BACK)
[Section 46 of the Act]
[Subsection 10(1) of the Regulations]

Candidate's Acceptance

I, _____, a(n) _____,
(name as it will appear on the ballot) (occupation)

a candidate nominated for the office of:

Mayor: Village of Elbow
(City, Town, Village, Resort Village, Northern Municipality)

declare that:

1. I am the full age of 18 years or will be on election day;
2. I am a Canadian citizen and I have resided in Saskatchewan for at least six consecutive months immediately preceding the date on which this nomination paper is submitted;
3. I am not disqualified by *The Local Government Election Act* or any other Act from holding the office for which I am a candidate;
4. If elected I will accept the office for which I was nominated;
5. I have resided for at least three consecutive months immediately preceding the date on which this nomination paper is submitted in the Village of Elbow.

Dated at _____ this _____ day of _____, _____.

Signature of Candidate

Witness

Witness