

# **The Syrian Community Centre of Canada**

**Board of Directors Election**

**March 23<sup>rd</sup> , 2008**

## ***General Instruction for the Election Committee***

### **PRIOR TO ELECTION DAY**

All members of the Election Committee shall review the SCCC by-laws, and understand the election proceedings in accordance to the constituted By-Laws.

### **Voting Location:**

One voting location shall be open on the day of the Election, from 11:00 a.m. to 2:00 p.m. at 7370 Bramalea Rd. # 14, 905-564-0955

### **Voting:**

Each Stakeholder may cast one ballot only.

Ballots shall not include write-in candidates.

In the event that a Stakeholders status is challenged, the Stakeholder shall receive a provisional ballot.

### **Tie Votes:**

Ties will be broken by the toss of a two-sided coin, flipped by a Neutral Third Party representative, in the presence of the tied Candidates or their designated representative.

### **Vacancies:**

As indicated in of the SCCC Bylaws, if an inadequate number of Candidates are nominated to fill the 14 open seats, the Board shall make appointments to fill the remaining Board seats within 60 days after the Election. Nominations for such appointments shall be submitted or solicited for review by the Board.

### **Void Ballots:**

In the event that a voter makes a mistake on the ballot, or changes their mind after marking their vote but before placing it in the ballot box, a voided ballot results. The volunteer will write "void" on the ballot, initial the ballot, and place it in the ballot box.

### **Tallying Votes:**

All votes shall be counted no later than 9:30 pm of the same evening, following the close of the Election.

The Election Committee shall oversee the tallying of ballots.

No Candidates may assist with this process.

Any Stakeholder may observe the tally process from a designated area specified by the Election Committee

All volunteers will sign the tally sheets to confirm the validity of the count.

The Candidate who receives the highest number of votes in each available position shall be declared the winner. Where two seats are available, the top two Candidates with the highest number of votes shall be declared the winner.

## **PROVISIONAL RESULTS**

In the event that there are Election challenges and/or provisional ballots used, and after counting all votes and ballots, provisional results of the Election shall be announced. These results shall remain provisional until such time, as validation of the results has been made by the Election Committee

## **CHALLENGES**

### **Contesting the Election:**

Stakeholders who wish to contest the Election or some part of the Election process (Candidate eligibility, recounts, stakeholder status) may submit a letter within five (5) business days following the posting of the results. Letters must include a specific rationale of why the Stakeholder feels the Election or process has been tainted, along with any other pertinent information that will be of assistance.

The Election Committee shall review and investigate all submissions. The Election Committee shall have the authority to interpret these procedures and to act as arbitrator to resolve any disputes which may arise.

### **Ruling:**

A ruling shall be made within a reasonable time from the receipt of the request.

Decisions of the of the Election Committee are final.

## **ANNOUNCEMENT OF RESULTS**

The provisional Election results, shall be posted by the Election Committee no later than 10:45 pm of the same evening following the Election

The Election results may be obtained from ([www.syriatoday.ca](http://www.syriatoday.ca)) or via e-mail request.

## **CANDIDATE NOTIFICATION OF ELECTION RESULTS**

The Election Committee shall notify Candidates immediately after provisional results are available; official results will be offered after the challenge period ends.

## **RECORD RETENTION**

All Election records shall be kept in duplicate at the SCCC, and with the residing Election Committee Supervisor. For at least five years following the date of the scheduled Election.