

## **AREA 87 STEERING COMMITTEE**

### **ELECTION PROCEDURE**

(EXCERPTS FROM THE AA SERVICE MANUAL AND BY-LAWS OF AREA 87)  
**Revised December 8<sup>th</sup>, 2007**

#### **1 - STEERING COMMITTEE**

The Area 87 Steering Committee consists of officers elected for a two-year term as follows:

- Delegate, Alternate-Delegate, Chairperson and Alternate-Chairpersons for terms commencing on even-numbered years;
- Treasurer, Alternate-Treasurer, Secretary and Alternate-Secretary for terms commencing on odd-numbered years;

#### **2 - WHO IS ELIGIBLE?**

**The eligibility list includes all present members of the Area Committee who are completing their mandate, as well as those who have already completed their mandate. The latter are eligible for a period of two years following the end of such mandate. However, the incumbent Delegate is not eligible to the office of Delegate or Alternate-Delegate.**

The Area Committee consists of the members of the Steering Committee, the Area Committee Coordinators and District Committee Members.

Is also eligible any member fulfilling these requirements:

- having completed (in Area 87) a mandate as DCM, Committee Coordinator or Steering Committee member;
- having a minimum of six (6) years of continuous sobriety.

These candidates not being automatically on the list of eligibility will fill a nomination form that should be received at the Area 87 service office no later than the day of the September Area meeting. The nomination forms are available at Area 87 service office.

The election procedure should be published at least not later than August 1<sup>st</sup> of every year.

#### **3 - WHO VOTES?**

- Steering Committee members;
- DCMs or, in their absence, their Alternates;
- GSRs or, in their absence, their Alternates;
- Correctional Facilities and Treatment Centres Group Sponsors or, in their absence, their Alternates;
- Area Committee Coordinators or, in their absence, their Alternates;

In the absence of the incumbents and their Alternates, any person appointed by the absentees' Group, District or Committee may vote.

A person is limited to a single vote even though he/she may hold more than one job.

Please note that eligible persons do not necessarily have voting rights.

#### **4 - ELECTION ASSEMBLY**

The eligible persons and the persons with voting rights will be notified of the Area Election Assembly at least ten days in advance.

The Election Chairperson, the Scrutineers, the Ballots Collectors and the Returning Officers are non-voting and are ineligible members.

#### **5 - PROCEDURE OF THE ELECTION ASSEMBLY**

##### **a - Registration**

Prior to the Assembly, all persons present will be registered and identified as:

- either voting or not;
- either eligible or not;
- visitors.

Ballot forms will then be distributed to members with voting rights.

##### **b - Preliminaries**

The Election Chairperson reviews the description of voting members and/or eligible members.

The Election Chairperson introduces the persons who will act as Scrutineers, Ballots Collectors and Returning Officers.

The names of eligible members are entered on the board.

The Election Chairperson goes through a roll call of eligible members. Absentee's names are then deleted from the eligibility list except in extraordinary cases as determined by the Area Chairperson.

#### **6 - ELECTION**

The following procedure will be repeated for each office:

- a - The Election Chairperson reads the eligible members list in order to determine if there are any members interested in the particular office.
- b - If after the reading of the eligibility list no candidates present themselves, it will be the Steering Committee's responsibility to fill the position.
- c - The Election Chairperson asks each candidate to say a few words about their service experience.
- d - Members then vote. If there is only one (1) candidate, his/her confirmation is required by at least 2/3 of the assembly. Written ballots are cast, collected and given to the Scrutineers for counting.

- e - The tally for each candidate is posted on the board.
- f - The first candidate to receive two-thirds of the total votes is elected.
- g - After the second ballot (assuming that no candidate has received the necessary two-thirds on the first ballot) any candidate having less than one-fifth of the total votes will be withdrawn automatically, except that the two leading candidates shall remain. (In the event of a tie for second place, the leading candidate and tied second-place candidates remain).
- h - Following the third ballot, candidates receiving less than one-third of the total ballots will be withdrawn automatically, except for the two leading candidates who will remain. (In the event of a tie for second place, the leading candidate and tied for second place candidates will remain).
- i - A fourth ballot is conducted.
- j - After the fourth ballot, if no candidate has two-thirds of the total votes, the Election Chairperson calls for a seconded motion and a majority show of hands prior to proceeding with a fifth and final ballot. (If this motion is defeated, balloting is over and we go to the "hat" immediately. In the event of a tie for second place, the leading candidate and tied for second-place candidates remain. In the absence of a tie, the candidate with the lowest total is dropped. If the motion is carried, a fifth and final ballot takes place).
- k - If no candidate is elected by this time, the Election Chairperson announces that the selection will be made by a draw from the hat. At that stage, the choice is ordinarily made between the two or three candidates with the most votes.
- l - The first candidate drawn by the the Scrutineer "out-of-the-hat" is deemed elected.
- m - If, at any time during the ballot, there are two candidates left and one of them withdraws, there will be a last vote and the last candidate still in contention shall obtain 2/3 of the votes.

Revised on 2007-12-08