

March 1, 2016

Memorandum to FCM Municipal Members

**THIS MESSAGE IS ADDRESSED TO ALL MEMBERS INTERESTED
IN RUNNING FOR A POSITION ON FCM'S BOARD OF DIRECTORS**

CONSENT FORM

The Federation of Canadian Municipalities' (FCM's) Annual Conference and Trade Show will be held in Winnipeg, Manitoba, from June 3 to 5, 2016. The FCM Annual General (AGM) meeting will be held during the conference on Sunday morning, June 5. As part of the AGM members will elect the 2016-17 Board of Directors.

To be registered on the list of candidates, please send us the completed Consent Form, with a resolution from your municipal council (or Executive Committee for Provincial and Territorial Associations), by Tuesday, May 17, 2016.

All candidates registered by May 17, 2016 will have the opportunity to post an election campaign ad on the FCM's website (deadline: May 26, 2016).

Please see the following applicable FCM bylaws:

Article 3.02 - **Eligibility**

Only Elected Municipal Officials are eligible to be Directors. If a Director ceases to hold such an office, his or her position as a Director shall thereupon automatically be vacated.

Article 3.07 - **Election of Directors**

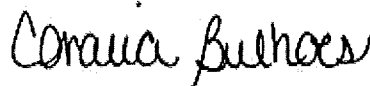
Each person seeking to be elected as a Director at the Annual General Meeting shall:

- (a) be an Elected Municipal Official,
- (b) have the approval of their Municipal Member, and
- (c) be present at the meeting where he or she is to be elected, except where there is evidence, which is found satisfactory by the Chair of the meeting, that the absent person has consented and remains willing to serve as a Director.

For a copy of the FCM election procedures and consent form, please visit the FCM Website.

Individuals who do not submit their consent form to FCM by **May 17, 2016** may still put forward their name on the day of the election; however, their name will not be pre-printed on the official ballot. **No individual will be eligible to run for an FCM Board seat without a duly completed consent form and a resolution from their municipal council.**

Should you have any questions regarding elections, please contact the undersigned at 613-907-6226 or cbulhoes@fcm.ca



Coralia Bulhoes
Chief Elections Officer

IMPORTANT DATES – FCM ELECTIONS PROCESS 2016

1-4 March, 2016 *(March 2016 Board Meeting)*

- Meeting of the Elections Committee, March 1st

15 March, 2016

- Launch of FCM's 2016 election process and campaign period
- Member send: call for nominations
- Web posting: election procedures, nomination process, consent form, sample resolution

6 April, 2016 *(60 days prior to the FCM 2016 Annual General Meeting)*

- Posting of nominations of Table Officer positions on the FCM Website

15 May, 2016 *(21 days prior to FCM 2016 Annual General Meeting)*

- Deadline for submission of nominations for Table Officer positions

17 May, 2016

- Deadline for submission of Consent Forms for Board Member positions (to be registered on the list of candidates)

22 May, 2016 *(14 days prior to the FCM 2016 Annual General Meeting)*

- Deadline for Candidates to Withdraw from any Table Officer positions

5 June, 2016

- FCM 2016 Annual General Meeting - Election of Table Officers
- Election of Board Members

FCM Campaign Guidelines

A candidate for the election to the FCM Board or position of Table Officer may:

- a) announce his/her candidacy for the position of Director or Officer at any time;
- b) use social media for promotion of their candidacy at any time;
- c) incur expenses to run his/her election campaign at any time;
- d) host a hospitality suite during FCM Board meetings and meetings of provincial and territorial associations as a Mayor or Councillor, but not as a candidate until after March 15th;
- e) distribute promotional materials only after March 15th (i.e. not to be distributed at FCM Board meetings or working sessions prior to March 15th). Such promotional materials are not to identify campaign sponsors;
- f) use the FCM website for campaign advertisements as per current FCM election procedures (web ad and link is sent to all members through member send) after March 15th; and
- g) provide a list of donors/sponsors to the Chief Elections Officer for publication on the FCM website on April 15th (preliminary list) and on May 30th (final list). This list will identify the amount contributed by donors/sponsors providing more than \$100. Those contributing \$100 or less are to be listed with a single total amount. This list will not include sponsors' logos.

Any questions on FCM Election procedures or Campaign guidelines should be directed to FCM's Chief's Elections Officer, Coralia Bulhoes (cbulhoes@fcm.ca).

**FEDERATION OF CANADIAN MUNICIPALITIES
ANNUAL CONFERENCE AND TRADE SHOW 2016
June 3-5, 2016, Winnipeg, Manitoba**

CONSENT FORM

Confidential to the FCM Chief Elections Officer and Elections Committee.

I, the undersigned, do hereby consent to have my name submitted for consideration as a member of the Board of Directors of the Federation of Canadian Municipalities.

CONDITIONS:

- a) I am an elected municipal official holding office and an FCM Municipal Member in good standing;
- b) I am attaching a copy of a resolution from my municipal council, authorizing me to stand for election as a representative on FCM's Board of Directors;
- c) I have secured approval that my municipal council is prepared to incur the cost of my attending meetings of FCM's Board of Directors; and
- d) I will be in attendance at the Annual Conference, to be held June 3 to 5, 2016.

Please print:

NAME: _____

TITLE: _____

E-MAIL: _____

MUNICIPALITY: _____

PROVINCE: _____

SIGNATURE: _____

Return under **CONFIDENTIAL** cover to:

Chief Elections Officer
Federation of Canadian Municipalities
24 Clarence Street, Ottawa, Ontario K1N 5P3
E-mail: elections@fcm.ca
Fax: 613-241-7117

For your name to be pre-printed on the ballot, your consent form and resolution must be received by FCM by May 17, 2016.

SAMPLE COUNCIL RESOLUTION - 2016

**FEDERATION OF CANADIAN MUNICIPALITIES –
ELECTION TO THE BOARD OF DIRECTORS**

WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of municipalities on policy and program matters that fall within federal jurisdiction;

WHEREAS FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the prestige required to carry the municipal message to the federal government; and

WHEREAS FCM's Annual Conference and Trade Show will take place from June 3 to 5, 2016, during which time the Annual General Meeting will be held and followed by the election of FCM's Board of Directors;

BE IT RESOLVED that Council of the **(INSERT NAME OF MUNICIPAL GOVERNMENT OR PROVINCIAL OR TERRITORIAL MUNICIPAL ASSOCIATION)** endorse **(INSERT NAME OF ELECTED OFFICIAL)** to stand for election on FCM's Board of Directors for the period starting in June 2016 and ending **(INDICATE END DATE - must be at minimum until June 2017)**; and

BE IT FURTHER RESOLVED that Council assumes all costs associated with **(INSERT NAME OF ELECTED OFFICIAL)** attending FCM's Board of Directors meetings.