



GABRIEL HOUSING CORPORATION

ELECTION RULES OCTOBER 2020

1. **Election of Directors:** Number of Directors to be elected is three (3).
2. **Eligibility to Vote:** Only those individuals appearing on the list of eligible voters as of October 30, 2020 are eligible to vote.
3. **Application for Membership:** Properly completed Applications for Membership must be submitted to the office of Gabriel Housing Corporation by 4:45 p.m., October 30, 2020 for consideration by the Board of Directors. Application forms are available at the Gabriel Housing Corporation office.
4. **Proof of Identity:** Each eligible voter may be required to produce at least one piece of satisfactory identification to be eligible to vote in the election. Any eligible voter who is not able to provide identification may not be entitled to vote in the election. The decision of the Returning Officer is final.
5. **Nomination of Directors:** All persons who wish to run for Director of Gabriel Housing Corporation shall be nominated by five (5) members of Gabriel Housing Corporation. All nominations must be submitted to the Returning Officer appointed for the election c/o Gabriel Housing Corporation not later than 4:45 p.m. November 12, 2020 along with a personal biography and criminal records check. Nomination forms are available at the Gabriel Housing Corporation office.
6. **Nominations:** Nominations will only be considered if the form is filled out completely, duly signed and includes the autobiography and criminal records check attached. The nomination documents must be placed together in an envelope addressed c/o "Returning Officer 2020" and the envelope must be sealed and signed by the applicant across the back of the seal. Incomplete nomination documents will not be accepted.



7. **Qualified Candidates:** Only those candidates who have been accepted by the Returning Officer are eligible to run in the election. The criteria reviewed for acceptance is:
 - a) Candidate is an eligible member of the corporation.
 - b) All nominators are eligible members of the corporation.
 - c) Nomination form is completed and signed.
 - d) An autobiography is attached.
 - e) A criminal records check is attached.
 - f) Completed form, autobiography and criminal records check are submitted in a sealed envelope and are date stamped and initialed by the person receiving the sealed envelope.
 - g) Complete nomination is received prior to 4:45 p.m. on Thursday, November 12, 2020.

8. **Candidate's Campaign Literature:** Candidates may also supply campaign literature which must be approved by the Returning Officer. Space for display of such literature will be provided in the office of Gabriel Housing Corporation up to the opening of the polling station 4:45 p.m. November 26, 2020. There will be no election material permitted in the polling station past this time.

9. **Voting for Directors:** Upon proof of identity each eligible voter will be given a ballot by the Returning Officer or Deputy Returning Officer for voting at polling booths established in a designated area in the Gabriel Housing Corporation office. Completed ballots will be deposited in a designated sealed ballot box by the Returning Officer(s). If a voter requires assistance to vote this will be provided by the Returning Officer or Deputy Returning Officer only. Voting will be conducted by secret ballot. Voters may carry slate lists with them to the polling booth but they must be sure to take them with them when they leave the voting area. All voters must leave the designated voting area after voting. Candidates will not be allowed in the designated voting area except to vote. Candidates or slate of candidates are allowed to have one scrutineer in the office of Gabriel Housing Corporation during the Voting Period and at the official count of the ballots immediately after the close of the Voting Period at 4:45 p.m. on Saturday, November 28, 2020.



10. **Voting Period:** The Voting Period for the election shall be Friday, November 27 and Saturday, November 28, 2020 inclusive. All voting shall be conducted at the office of Gabriel Housing Corporation during the hours of 8:15 a.m. to 4:45 p.m. When a voter is in the polling station prior to 4:45 p.m. he/she will be permitted to vote. Any voter who arrives after 4:45 p.m. will not be permitted to vote even if there are still voters in the voting station.

11. **Ballots:** Each ballot contains the names of all candidates in alphabetical order by last name. Each voter may vote for up to three (3) candidates. Any ballot that has more than three (3) candidates selected will be considered a spoiled ballot. Voters should make an "X" or a checkmark in the space provided opposite the candidate's name. Ultimately the voter must clearly indicate whom they are voting for. If after receiving a ballot a voter returns to the Returning Officer and states they have made a mistake they will be given a new ballot. The returned ballot will be numbered and placed in an envelope labeled "Returned Ballots". At no time will any voter be able to "return" their ballot more than once. If after receiving a ballot a voter returns to the Returning Officer and declares they do not want to vote the ballot will be numbered and placed in an envelope marked "Declined Ballots". Once a voter declines to vote he/she will not be permitted to vote at any time during the remainder of the Voting Period. At no time will ballots be permitted to leave the voting area.

12. **Counting of Ballots:** Counting of ballots will be conducted by the Returning Officer and Deputy Returning Officers commencing immediately following the close of the Voting Period on November 28, 2020. One scrutineer on behalf of each candidate or slate of candidates will be allowed to observe the count. During the count the Returning Officer is the only one to touch the ballots. Each ballot will be opened and displayed to each person permitted at the official count. The names will be read out loud so everyone can hear them. The Deputy Returning Officer(s) will keep tally sheets. Once all the ballots have been read the results will be calculated. In the case of a tie there will be a recount of the ballots to ensure accuracy. If at the end of the second count there is still a tie it will be dealt with as listed below. There will be no further recounts or appeals from the official count.



13. **Term of Office:** The three (3) candidates achieving the highest number of votes will be declared elected. If there is a tie, the candidates tied will draw lots to determine which candidate is declared elected. Any necessary draws will be conducted at the office of Gabriel Housing Corporation by the Returning Officer at the earliest date available to the candidates following the Voting Period. **If any candidate refuses or fails to draw lots by 4:45 p.m. Friday, December 3, 2020, the Returning Officer will declare the other candidate elected.**
14. **Security of the Ballot Box:** The security of the ballot box is the responsibility of the Returning Officer. The ballot box will be in the care and custody of the Returning Officer or the Deputy Returning Officer while in the polling location during the voting period. After hours the ballot box will be in the care and custody of the Returning Officer and shall remain sealed at all times until the count.
15. **Declaration of Elected Candidates:** Candidates will be informed of election results following the count provided they have supplied the Returning Officer with a phone number where they can be reached. Notice of elected candidates will be posted at the office of Gabriel Housing Corporation the next business day following the election. In the case of a tie, only those who have clearly achieved the highest number of votes will be posted. The remaining elected candidate(s) will be posted following the draw of lots.
16. **Disputes:** All disputes or disagreements over eligibility and voting processes shall be referred to the Returning Officer whose decision shall be final. Disputes must be filed in writing within 30 days of the close of the election period. Disputes filed after December 31, 2020 will not be considered.
17. **Director Eligibility Requirements:** All candidates for Director shall meet the eligibility requirements of the *Non-Profit Corporations Act* and the Gabriel Housing Corporation Bylaws.