

# **INSTRUCTIONS FOR ELECTIONS OF PROVINCIAL/STATE DIRECTOR ON DISTRICT 18 BOARD OF DIRECTORS**

THE FOLLOWING INFORMATION IS FURNISHED TO GUIDE THE UNIT IN THE CALLING AND CONDUCTING OF MEETINGS FOR ELECTION OF PROVINCIAL/STATE DIRECTOR FOR DISTRICT 18 BOARD OF DIRECTORS AND THE RETURN OF BALLOTS IN PROVINCIAL/STATE ELECTIONS.

## **I. PROCEEDINGS PRELIMINARY TO MEETING:**

A special or regular meeting of the Unit Board of Directors, on reasonable notice, shall be held not earlier than January 10<sup>th</sup> and not later than February 3<sup>rd</sup> for the announced specific purpose of voting for a candidate to the District 18 Board of Directors.

An election package will be provided to each Unit prior to January 10. All persons who have filed Declaration of Candidacy shall be listed alphabetically on each ballot. The District 18 Election Officer shall also supply each Unit with ten copies of the biographical material supplied to her by the candidates.

## **II. MEETING OF THE UNIT BOARD:**

- A. The meeting must meet the Unit requirements for a quorum but in no case shall it be less than a majority of the Board of Directors of the Unit.
- B. Members of the Board present shall vote for the candidates listed on the official ballot.
- C. **Write-in votes are invalid and will not be counted.**
- D. Proxies and/or absentee ballots are not permitted.
- E. The Official Ballot Envelope must be signed at the election meeting before the Board member turns his or her ballot in.
- F. After the ballot is marked, the member must put it into the ballot envelope, seal the envelope and return it to the secretary of the meeting. The information on the front of the Ballot Envelope must be complete.
- G. Voting must be by secret ballot on the Official ballot supplied by the District 18 Election Officer.
- H. There should be a segregated area where the member will be able to mark his/her ballot in private.
- I. Units shall permit candidates or their representatives to be present at the conducting of elections.

## **III. RETURN OF BALLOTS:**

- A. Upon completion of the balloting, the secretary of the meeting shall collect the unopened ballot envelopes, place them along with any unused ballots in an envelope supplied by the District 18 Election Officer without opening any of the ballots.
- B. **ALL** ballots, whether cast or not, are to be returned to the District 18 Election Officer.
- C. The return envelope (containing the ballots) **must** be postmarked no earlier than **January 10, 2008** and no later than **February 4, 2008**. To insure delivery, send "Registered Mail - Return Receipt Requested".
- D. It is the sole responsibility of the Unit to see that all ballots reach the District 18 Election Officer **prior to February 18, 2008**. **ANY BALLOTS RECEIVED AFTER FEBRUARY 18, 2008, WILL NOT BE COUNTED.**

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