Voting Procedure for Advisory Committees of Council
As of September 2016

Procedure:

1. **Call Election to Order**
   - Liaison: Announce – The Election of AAC of (Chair or Vice-Chair) is called to order

2. **Call for Nominations (open nominations) from the floor for the position**
   - Liaison: Announce – I will now ask for nominations from the members for the position (Chair or Vice-Chair).
   - Members: Announce –
     a) I (Member) nominate (Member) for the position (Chair or Vice-Chair), or;
     b) I (Member) nominate myself for the position (Chair or Vice-Chair)

3. **Confirm if each Nominated Member is interested in the position**
   - Liaison: Announce – (Member), do you wish to be nominated for the position (Chair or Vice-Chair)?
   - Nominated Member(s): Announce – Either accept or refuse

4. **Final call for Nominations**
   - Liaison: Announce – Are there others who wish to be nominated?
   - Liaison: Announce – Either none heard or repeat procedure indicated in number 3.

5. **Close Nomination for the position of Chair**
   - Liaison: Announce – Nominations for the position (Chair or Vice-Chair) are now closed.

6. **Confirm Nominations**
   - Liaison: Announce – Committee members, the following individuals have been nominated for the position (Chair or Vice-Chair).
   - Liaison: Announce – List of members nominated (in order of nomination) for the position (Chair or Vice-Chair).

7. **Call to Vote**
   - Liaison: Announce – I will now call the vote for the position (Chair or Vice-Chair) to order.
   - Liaison: Announce – All those in favour of appointing (Member) to the position (Chair or Vice-Chair), please announce "yes" or "no" through roll call.
   - Members: Announce –
     a) Yes, or;
     b) No
   - Liaison: Announce – All those opposed of appointing (Member) to the position (Chair or Vice-Chair), please announce "yes" or "no" through roll call.
   - Members: Announce –
     a) Yes, or;
     b) No

8. **Result of the Vote**
   - Liaison: Announce – If vote is carried or if defeated
     - If carried, Liaison to proceed to number 9
     - If defeated, Liaison to move to next nominated member, and call the vote for the position (Chair or Vice-Chair) to order again until a member is appointed to the position

9. **Confirm appointment to the position**
   - Liaison: Announce - (Member) has been appointed to the position (Chair or Vice-Chair)