ROMA Board of Directors
Zone Representatives
2019 – 2023

Notice of Call for Nominations
Deadline is December 31, 2018

October 29, 2018

Request of Municipal Clerks:

Could you please make this document available to all new and incumbent council members coming out of your October 22 municipal election? We do not have all their email addresses at this point. ROMA Policies and Procedures sets out the requirements for the Notice and deadline for Zone Nominations. Deadline for receipt of nominations is December 31, so if an individual of your 2018-2022 council is interested in running for the ROMA Board, then Council will need to pass a supporting resolution at a December 2018 meeting. The following pages provide all the information related to the election process, time commitment for the Board, expense policy and a sample nomination resolution. Thank you for forwarding to members of your new council and tabling this on council agenda.

October 29, 2018

ROMA Notice and Zones

Please be advised that in accordance with the Rural Ontario Municipal Association's Policies and Procedures, this is notice of nominations for Zone Representatives to the 2019 – 2020 ROMA Board. The term of the ROMA Board is four years.

The election will take place on Monday, January 27 at the 2019 Annual Conference. The conference is January 26 to 29, Sheraton Hotel, 123 Queen Street West, Toronto, Ontario.

To identify your zone, click here for the link to the Zone map and list of zone municipalities.

Qualifications of Directors

Every Director shall:

- be an individual of eighteen (18) or more years of age;
- be an elected official of a municipality which is an AMO member;
- not be an undischarged bankrupt; and
- not be declared incapable.

Nomination Requirements

The attached Nomination Form completed by the individual plus a Council Resolution supporting the individual must be received by the deadline. The Nomination Form and Sample Resolution that specifies the Zone are attached. The names of all qualified individuals who are duly nominated will appear on the ballot.

A completed Nomination Form and supporting resolution must be received no later than 12:00 noon on Monday, December 31, 2018. Nominations will not be accepted beyond that date. Please forward a completed Nomination Form to ROMA via email romaelections@roma.on.ca or fax at (416) 971-6191 or mail to the attention of Pat Vanini, Executive Director as noted on the Form. All candidates will be contacted to confirm receipt of their nominations.

ROMA's Chief Returning Officer, Peter Fay, will certify the nomination. He will contact all candidates. A Nominations Report will be issued in advance of the conference. Information as to the election process at the conference will be sent as well.

If you have any questions regarding this information, please contact Pat Vanini, Executive Director at (416) 971-9856, ext. 316, e-mail pvanini@amo.on.ca

This information is available on the ROMA website and the AMO website.

Sample Council Resolution

Be it resolved that the Council for the *(Municipality's legal name)* endorses (*Candidate's Name, Municipal Title)*, for the position of ROMA Zone (*insert zone number*) Representative for the 2019 – 2023 ROMA Board.

Adopted on *(insert date).*

Other Important Information

Time Commitment:

ROMA Board meetings are held eight times per year, typically on the second Thursday of the month in January, March, April, June, August, October, November and December. A mid-term meeting is held every two years, in May or June. In addition, Board members may serve on sub-committees from time to time or asked to be a ROMA representative on others' committees. Time for this will vary with the activity.

ROMA Expenses:

ROMA Board members are entitled to a per diem of $75 per day (effective Jan 1, 2009) when attending meetings on behalf of ROMA business, these meetings include the ROMA Board, AMO Board, Committees and any other meetings where attendance has been pre-approved by the ROMA Chair. A per diem is not applicable to the ROMA mid-term meeting.

ROMA will reimburse travel expenses to all ROMA Board meetings, AMO Board meetings (if applicable) and the Summer Retreat. Travel expenses refer to airfare, train fare and car mileage, parking costs, public transit, and accommodation. Meal costs will also be paid subject to a maximum of $75/day.

Nomination Form follows.

NOMINATION FORM
2018 – 2023 ROMA Board

- It is the responsibility of the person nominated to complete accurately Parts A to D of this Nomination Form.
- Council's Resolution of support for the nominee must be attached, and must specify the Zone Representative position (e.g., Zone 1). There are nine zones. See ROMA Zone map.
- The Nominee must be a municipal elected official and the municipality must be a member of the Association of Municipalities of Ontario.
- Nominations will be accepted no later than **4:00 p.m. December 31, 2018**. Send completed forms to:

  Pat Vanini, Executive Director
  Association of Municipalities of Ontario
  200 University Avenue, Suite 801
  Toronto, ON M5H 3C6
  Email: romaelections@roma.on.ca
  Fax: 416-971-6191

A. Please type or print clearly:

Nominee's Name, as it is to appear on the ballot

Nominee's Municipal Position Title

Nominee's Municipality

Address

Nominee's Email address and phone number

B. I am nominated for the office of Zone _____ Representative.

C. ☐ A Council Resolution confirming support for the Nominee and Zone Number is ATTACHED

D. Consent of Nominee and Statement of Qualification:

I, the Nominee mentioned in this Nomination Form do hereby consent to such Nomination and declare that I am qualified to be elected and to hold the office for which I am nominated.

Signature of Nominee and Date

Certificate of AMO's Chief Returning Officer

I, Peter Fay, the Chief Returning Officer, appointed by the Rural Ontario Municipal Association, to officiate over these elections, do hereby certify that I have examined the Nomination Form of the aforementioned Nominee filed with me and am satisfied that such Nominee is qualified to be nominated to the office indicated above.

Signature of Chief Returning Officer and Date

Date Nomination Form received