

## **8. Board Elections (2019-2022 Term)**

- As with every municipal election, BIAs are required to nominate a new Board of Management for Council's approval. Those nominated and appointed to the BIA Board will serve a four-year term, 2019-2022.
- This portion of the AGM may be facilitated by City Staff or TABIA rep. The Chair introduces the facilitator who will lead the Board election process.
- Facilitator opens the floor for nominations to the Board. (*see detailed AGM Election Process below*)
- List the nominee names on a chart. If the number of names does not exceed the maximum board number, the facilitator may request a motion to approve the slate. The process continues with a seconder, all in favour, opposed or abstained leading to adoption on the new board members.
- If there are fewer nominees than vacancies, a motion can be made to reduce the size of the board or leave the current size and hold vacancies.
- If the nominees exceed the number of vacancies, a motion can be made to increase the size of the board to reflect the expanded BIA board. However, if there is no motion to increase the board size, an election process must take place with members using their nomination ballot. Ballots are collected and tabulated by City staff, Auditor, TABIA or BIA staff.

## **9. New Business / Announcements**

- This is an opportunity to address any business held earlier in the meeting and other new business.

## **10. Adjournment**

- Motion to adjourn meeting
- The meeting has been adjourned

## **AGM Election Process**

### **Election of Board of Management**

- Prepare a list of candidates before the meeting if Nomination Forms were completed in advance.
- Collect Nomination Forms at the AGM.
- List all the candidates on a flip chart at the meeting.

### **For each candidate:**

- 1) Motion to nominate
- 2) Do you accept the nomination?
- 3) Secunder - All in Favour - Opposed – Carried/Not Carried

### **Open the floor to additional nominations**

- Provide Nomination Forms at the registration desk in case someone wants to nominate themselves from the floor and or if someone else nominates a member from the floor.  
Add candidates to the list (flip chart)  
Same process as above **for each candidate**

### **No further nominations / Nominations Closed**

### **Motion to approve the slate of Board Members**

Seconded - All in Favour - Opposed – Carried/Not Carried

*\*If there are more candidates nominated to the board than the maximum number of board members, there are two options*

*\*\* If there are fewer candidates nominated than vacancies, a motion can be made to reduce the size of the board or leave the current board size and hold vacancies.*

1. A motion can be made to increase the size of the board to accommodate the additional member(s)

**Or**

2. If the membership does not want to increase the size of the board, then all nominees are listed on a chart and a vote takes place. City staff and BIA staff will calculate the results

### **Establishing Quorum**

#### **§ 19-3.10. Quorum – Board of Management.**

A. Unless Council, or community council under delegated authority, approves an alternate quorum figure, quorum of the board shall be half the number of directors, excluding members of Council appointed to the board or vacant positions, rounded up to the nearest integer, minus one.

B. Unless Council, or community council under delegated authority, approves an alternate quorum figure, quorum shall be no less than three.

### **Newly Elected Board**

All newly elected board members must complete the **BIA Board of Management 2019-2022 AGM Application for Nomination Form.**



## BIA Board of Management Application (2018-2022)

☐ Application for Nomination (Complete Sections A&B)

☐ Annual General Meeting (AGM)

☐ Board Meeting

☐ Application for Removal (Complete Section A only)

☐ Resignation

☐ Board-Initiated

☐ No Longer a BIA Member

### Section A: Business Improvement Area

BIA Name

Date (yyyy-mm-dd)

### Section B: Business Contact Information

First Name

Last Name

Mailing Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code)

Telephone Number

Alternate Telephone Number

Email

### Section C: Eligibility (Check all that apply)

☐ I am the owner of commercial or industrial property within the BIA  
Address of Property (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code)

☐ I am the tenant of commercial or industrial property within the BIA  
Name of Business  
Address of Property (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code)

☐ I am the authorized representative\* of the owner of a commercial / industrial property, or a business tenant, within the BIA  
Name of Business  
Address of Property (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code)

\* Please attach a letter from the owner or business tenant appointing you to stand for nomination to the Board on his or her behalf or a business card confirming that you are an employee of the BIA member.

As a member of a local board I hereby agree to: comply with all applicable laws and City policies including, but not limited to, the City of Toronto Act, Municipal Freedom of Information and Protection of Privacy Act, Municipal Conflict of Interest Act, Code of Conduct for Members of Local Boards, Policy on Use of City Resources during an Election, Public Appointments Policy; and complete the Toronto BIA Office online training to familiarize myself with the relevant policies and legislation that govern members of local boards as noted above.

I hereby acknowledge that Nominees are appointed by Council or Community Council. Council or Community Council retains the right to remove any appointed member at any time and for any reason.

Nominee's Signature \_\_\_\_\_ Date (yyyy-mm-dd) \_\_\_\_\_

Completed forms may be submitted to the Toronto BIA Office, Email: [biaoffice@toronto.ca](mailto:biaoffice@toronto.ca) Fax: 416-392-1380

Please be advised that all information collected on this form is business information and will be maintained as public record.