

FEDERATION OF CANADIAN MUNICIPALITIES

BOARD DIRECTOR NOMINATIONS AND ELECTIONS POLICY

Approved by: FCM Executive Committee, February 26, 2026

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1.0 PURPOSE

Pursuant to Section 3.17 of FCM Bylaw No. 1, this policy outlines the nomination and elections procedures of the Federation of Canadian Municipalities' (FCM) board of directors including officers (also referred to as table officers). The policy incorporates the intent and direction of FCM's Bylaw No. 1 and serves to ensure the fair application of election practices.

For more information on FCM elections and the composition of the FCM Board of directors, refer to FCM Bylaw No. 1 and the FCM Elections Committee Terms of Reference. In case the policy conflicts with the bylaw, the bylaw takes precedence.

Questions related to this policy should be directed to elections@fcm.ca.

2.0 BOARD DIRECTOR ELIGIBILITY

In accordance with subsection 126 (1) of the *Canada Not-for-Profit Corporations Act*, the following persons are disqualified from being a director of FCM: a) anyone who is less than 18 years of age; b) anyone who is incapable; c) a person who is not an individual; and d) a person who has the status of a bankrupt.

In addition, each person seeking election to the FCM Board of Directors shall:

- a) be an elected municipal official;
- b) have the written approval of their Municipal Member to participate on FCM's Board of Directors. The candidate will submit
 - a completed consent form (available on the FCM website), and
 - a certified true copy of a resolution endorsed by the Municipal Member that includes the duration of the approval, and confirmation that the Municipal Member will assume any costs related to attending FCM board and committee meetings ^{1,2};
- c) be present at the meeting where they are to be elected or provide written consent to the Chair to serve as a director before such meeting;
- d) be able to fulfill their fiduciary duties, act in the highest ethical standards and understand and adhere to FCM's Code of Ethical Conduct and Harassment Policy, which are available on the FCM website; and
- e) acknowledge that FCM shall not pay for or reimburse any costs or expenses incurred in relation to attendance at meetings of FCM's committees or Board of Directors, except as otherwise provided in FCM policies.

3.0 ELECTION PROCESS AND MILESTONES

The FCM annual director and table officers election is subject to the process and timelines outlined in the table below.

¹ In exceptional circumstances, the Chief Elections Officer might accept written confirmation from the municipal Chief Administrative Officer or City Clerk, pending the formal resolution.

² Should a resolution not be for the full FCM board term, and a director be up for municipal election during that term, they will be required to secure and submit a new resolution once the new municipal council is constituted.

Notification Methods:

FCM will communicate all election-related notices (call for nominations, election timeline, candidate slate, voting instructions and results) via:

- a) a dedicated elections page on the FCM website;
- b) direct email to all members in the database; and
- c) optional notices on social media or member newsletters for broader awareness.

Annual milestones:

FCM will publish annual election milestones with specific dates by the launch of the elections at the regularly scheduled meeting of the Board of Directors closest to March 1st of each year.

Milestones	Timelines
<ul style="list-style-type: none"> Election Launch – period for table officer nominations and director candidacies opens 	<ul style="list-style-type: none"> March Board Meeting
<ul style="list-style-type: none"> Publication to FCM website of the names of table officer nominees who have submitted all required documentation by this time 	<ul style="list-style-type: none"> No later than 60 days prior to the Annual General Meeting (AGM)
<ul style="list-style-type: none"> Publication to FCM website the names of director candidates who have submitted all required documentation 	<ul style="list-style-type: none"> Every second Thursday following election launch until the end of April Every Thursday in May until the final list is published on the Monday prior to the AGM
<p>Deadline for <u>all candidates</u>:</p> <ul style="list-style-type: none"> Submission of required documentation to be registered on the official ballot Submission of biographies, pictures and election campaign materials for publishing on FCM’s website <p>Deadline for <u>table officer candidates</u>:</p> <ul style="list-style-type: none"> Confirmation of whether they will put their names forward for director elections if not elected as table officer 	<ul style="list-style-type: none"> No later than 21 days prior to AGM.
<ul style="list-style-type: none"> Publication to FCM website of final slate of table officers to the membership 	<ul style="list-style-type: none"> 19 days prior to AGM
<p>Deadline for <u>table officer candidates</u>:</p> <ul style="list-style-type: none"> Withdrawal as candidate from the official ballot 	<ul style="list-style-type: none"> 14 days prior to AGM
<p>Deadline for <u>director candidates</u>:</p> <ul style="list-style-type: none"> Withdrawal as candidate from the official ballot 	<ul style="list-style-type: none"> 7 days prior to AGM
<ul style="list-style-type: none"> Publication to FCM website of final director candidate list 	<ul style="list-style-type: none"> 6 days prior to AGM
<ul style="list-style-type: none"> Table officer candidate speeches – 4 minutes per candidate (if required) 	<ul style="list-style-type: none"> During the Annual Conference

Milestones	Timelines
Election and ratification of table officers <ul style="list-style-type: none"> • Voting (if required) • Announcement of results 	<ul style="list-style-type: none"> • During the Annual General Meeting
Election of directors <ul style="list-style-type: none"> • Director candidate speeches – 3 minutes per candidate • Election of board directors, by province 	<ul style="list-style-type: none"> • Day of Annual General Meeting
Election of regional caucus chairs and vice-chairs	<ul style="list-style-type: none"> • Day of Annual General Meeting
Ratification of directors <ul style="list-style-type: none"> • Ratification of Board of Directors slate 	<ul style="list-style-type: none"> • During the Annual General Meeting

4.0 CAMPAIGN GUIDELINES

All candidates for election to the FCM Board, either as a director or officer, must adhere to the following guidelines.

- a) **Candidacy Announcement:** Candidates may announce their intention to run for the position of director or officer at any time.
- b) **Use of Social Media:** Candidates may use social media to promote their candidacy.
- c) **Promotional Materials:** Candidates may distribute promotional materials such as buttons, cards, and pamphlets, up to and including on the day of the election in designated areas within each provincial elections room, as well as any other area designated for candidate materials.

Due to restrictions imposed by event venues, the following are not permitted: affixing posters to any walls, standing displays that occupy floor space, and food or snacks as promotional items.

- d) **Promotion on FCM Website:** Candidates may submit the following for posting to the FCM election webpage: written text of the candidate’s biography (maximum 500 words); a candidate photo; a link to a campaign video; and a link to the candidate’s personal campaign page. FCM will not be responsible for translating or editing materials and will post the information in the language(s) and condition received.

Other than providing candidate information to members on FCM’s election website, FCM resources cannot be used in any way to assist a candidate’s campaign.

- e) **Campaign Expenses:** Candidates may incur reasonable campaign expenses, including for printing, advertising, and digital promotion.

- f) **Prohibition on Donations:** Candidates shall not accept from members, non-members, unions, corporations, or any other external source campaign donations or sponsorship of any kind, including monetary or in-kind contributions such as free or discounted printing, professional design or video services, staff time, advertising, or other material support.

Incidental or de minimis support that does not materially enhance a candidate's campaign is permitted. For the purposes of this policy, "incidental or de minimis" means minimal, low-value, and non-professional assistance that a candidate could reasonably receive in the normal course of their duties (e.g., the use of a workplace computer, printing of fewer than 10 pages, or informal assistance such as taking a photograph).

Any support that would reasonably be understood to confer a competitive advantage over other candidates is prohibited.

- g) **Restriction on Promotion of Third Parties:** No campaign materials may include any form of direct or indirect promotion of a third party (e.g., a candidate video filmed in front of clearly marked coffee house).
- h) **Candidate Speeches:** As part of their campaign, candidates may give speeches as indicated in the Milestones table above.

Guidelines will be enforced by the Chief Elections Officer. Disputes regarding campaign guidelines will be decided by the Chair of the Elections Committee in consultation with the Chief Elections Officer.

5.0 VOTER ACCREDITATION FOR ELECTIONS

In accordance with Section 7.06 of the FCM Bylaw, each municipal member may appoint as many delegates as it wishes to qualify to be accredited representatives at a meeting of members, and each affiliate member may appoint two (2) delegates to qualify to be accredited representatives.

6.0 NOMINATION AND ELECTION OF OFFICERS

In accordance with Article 4.00 of the FCM Bylaw, all officers, excluding the Chief Executive Officer, shall be elected during the Annual General Meeting, and ratified at large, at the Annual General Meeting.

Proxy Voting is NOT permitted.

What follows is an overview of the process:

- a) Nomination of officers shall be carried out in accordance with Section 4.03 of the FCM Bylaw.

Persons seeking to run for an elected officer positions can do so no later than 21 days before the AGM. All names will be placed on the ballot for election.

If only one candidate has registered in accordance with the proper procedures for any of the positions of officer, the registered candidate will be considered acclaimed.

The election will proceed for the positions for which there are candidates. If there is no candidate for a particular officer position, nominations will be accepted from the floor at the AGM, provided that the nominee:

- i. is present at the meeting;
 - ii. provides consent to be a candidate;
 - iii. is from the Region designated for that office as per Section 4.05 of the FCM Bylaw;
 - iv. is otherwise qualified under the provisions of Section 4.01 of FCM Bylaw; and
 - v. has presented a completed consent form, nomination form, and a certified true copy of a resolution, endorsed by their municipal, to secure their ability to seek a position.³
- b) Instructions for voting will be shared with Accredited Representatives by email.
 - c) Accredited Representatives will vote on-site for the candidates, during the posted on-site election.
 - d) In the event of a tie, the Chair of the Elections Committee shall select the winning candidate by conducting a draw. The winning candidates will be displayed along with the results for each candidate.
 - e) The Elections Committee Chair shall report the name(s) of the acclaimed and/or winning candidates to the Chief Elections Officer. A list of all successful candidates from the officer position election shall be presented to the Members for ratification⁴ during the AGM.
 - f) Unsuccessful candidates may stand for election to an at-large director position, or specific category if relevant, within their province.

7.0 NOMINATION AND ELECTION OF DIRECTORS

The nominations of directors in each province shall be held ahead of the AGM in accordance with Article 3.00 of the FCM Bylaw.

With the implementation of two-year staggered terms by region, British Columbia, Ontario, and Atlantic hold regular elections in odd-numbered years, and Prairies and Territories, and Quebec elections are held in even-numbered years. By-elections for vacant seats in other provinces may also be held at this time.

Candidates are not required to be present at the election to put their name forward.

³ The costs of the President's participation in FCM's Board of Directors meetings are covered by FCM.

⁴ Note that the "ratification" at the AGM is referred to as the "election" in FCM's bylaw. This is when the full membership votes "for" or "against" the slate of nominees that have been nominated through the officer and director nominations process ahead of the AGM. Successful candidates do not officially hold their positions until a "for" vote at the AGM by all Accredited Representatives.

Proxy Voting is NOT permitted.

What follows is an overview of the process:

- a) If, at 7 days prior to the nomination deadline, there are insufficient candidates to fill a category of seats, the Elections Committee will be alerted, and the corresponding Regional Caucus Chair(s) will be invited to actively seek out nominees for the relevant seats.
- b) Instructions for voting shared with Accredited Representatives by email, and the provincial Nomination Chair will preside over the election.
- c) Accredited Representatives will vote for the required number of names for each category. Provinces that have seats for a prescribed category, in which candidates are also eligible for at-large seats, will use a separate single ballot for the at-large positions.
All eligible candidates who have submitted a completed consent form and a certified true copy of a resolution endorsed by the Municipal Member shall be included on the ballot.
If there is only one registered candidate, they shall be considered acclaimed.
Nominations from the floor will not be accepted and any seats for which there are no candidates shall remain vacant until the next regular election cycle.
- d) The provincial Nomination Chair will review the results of the nominations through an election report, to ensure that proper nomination procedures are followed. In the event of a tie, the Nomination Chair shall select the winning candidate by conducting a draw. The winning candidates will be displayed along with the results for each candidate.
- e) The provincial Nomination Chair shall report the name(s) of the winning candidates to the Chief Elections Officer. A list of all successful candidates from each province and territory shall be presented as a slate to the Members for ratification⁵ during the AGM.
- f) All newly elected and appointed directors shall participate in an election to elect regional caucus Chairs and Vice Chairs in their regional groupings (British Columbia; Prairies and Territories; Ontario; Quebec; and Atlantic).

8.0 RATIFYING THE SLATE: ANNUAL GENERAL MEETING

The following steps will be followed during the AGM to elect and ratify the slate of directors selected during the nominations process.

- a) **Officers:** The Elections Committee Chair shall present the Elections Committee's slate of nominees for officer positions.
- b) The Elections Committee Chair shall call for a mover and a seconder to close nominations for the officer positions where there were nominated candidates.
- c) In the event that any officer position(s) remain without a nominee, the Elections Committee Chair will call for nominations from the floor.

⁵ Note that the "ratification" at the AGM is referred to as the "election" in FCM's bylaw. This is the point when the full membership votes "for" or "against" the slate of nominees that have been nominated through the officer and director nominations process ahead of the AGM. Successful candidates do not officially hold their positions until a "for" vote at the AGM by all Accredited Representatives.

- i. If there are nominations required from the floor for any officer positions that did not have a nominated candidate, they shall be accepted. Where required, those nominations will take place in the following order: first for the position of President, then for the position of First Vice-President, then Second Vice-President, then Third Vice-President, and finally, if required, nominations shall be called for the position of Vice-President at Large. The Elections Committee Chair shall then call for a motion that nominations from the floor be closed.
 - ii. The above motions passing, the Elections Committee Chair shall proceed with the election of each officer position which remained vacant subsequent to the initial vote in subsection i), above.
- d) **Directors:** The Elections Committee Chair shall present all nominees for elected and appointed director seats.
- e) The Elections Committee Chair shall call for the vote on the full slate of directors. Nominations from the floor will not be accepted.
 - i. In the event of a “NO” vote to the entire slate, a second vote will be called. If the result is still “NO”, the nominees will then be presented by individual province and territory, with each part of the slate voted on separately to determine which part of the slate is not accepted by the membership.

If one or more provincial or territorial slates are not accepted by a majority vote, nominees from the province or territory in question will be voted on individually.

The seat of any nominee not accepted by the membership shall remain vacant until the next regular election cycle in the case of an elected position, or until a new appointee is ratified by the board of directors, in the case of an appointed position.

9.0 VACANCIES FOLLOWING THE AGM

In accordance with Section 3.10 of the FCM Bylaw, vacancies in elected seats on the board of directors may be filled. The criteria and process are defined in the *Board Vacancy – By-Election Policy*. Vacancies in appointed seats may be filled at any time.

Vacancies in the office of President, First Vice-President, Second Vice-President, Third Vice-President, or immediate Past President shall be filled in accordance with Sections 4.06 and 4.07 of the FCM Bylaw.