

2023 – 2027 ROMA Board of Directors Call for Nominations

October 18, 2022

Request of Municipal Clerks:

Please make this document available to all new and incumbent council members coming out of the October 24th, 2022 municipal elections. We do not have all of their email addresses at this time.

ROMA Policies and Procedures set out the requirements for the Notice and deadline for Zone Nominations. Deadline for receipt of nominations is Friday, December 23, 2022, so if an individual of your 2023 – 2027 Council wishes to run for the ROMA Board, Council (or its Committee of the Whole) will need to pass a supporting resolution at a November or December 2022 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.

ROMA Elections Notice

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 2023 – 2027 ROMA Board. One (1) representative will be elected for each of the ten zones. The term of the ROMA Board is four years. Candidates reflecting Ontario's diversity are encouraged to seek election to the ROMA Board.

Attached please find:

- A summary of the qualifications to serve on the ROMA Board of Directors;
- A sample Council resolution;
- An estimate of the annual time commitment required to serve on the ROMA Board and information regarding reimbursement of expenses; and
- Nomination Form.

The election will take place on Monday, January 23, 2023 at the 2023 Annual Conference. The conference is January 22 – January 24, 2023, Sheraton Hotel, 123 Queen Street West, Toronto, Ontario.

In the event the conference is held virtually due to public health restrictions, conference delegates will vote through electronic means.

Submission Requirements

A completed Nomination Form and supporting material (i.e., Council or Committee of the Whole resolution of support) must be received no later than 12:00 p.m. on Friday, December 23, 2022. Nominations will not be accepted beyond that date.

Please forward a completed Nomination Form to the Association via email romaelections@roma.on.ca or fax at 416-971-6191 or mail to the attention of Brian Rosborough, Executive Director. Scans and photographic images of documents are acceptable. All candidates will be contacted to confirm receipt of their nomination.

ROMA's Chief Returning Officer, Peter Fay, will review and certify the nomination. A Nominations Report will be issued to the membership in advance of the conference. Information regarding the elections process will be sent at that time.

If you have any questions regarding this information, please contact Brian Rosborough, Executive Director at 416-971-9856, ext. 362, e-mail broborough@amo.on.ca or Adam Garcia, Manager, Executive Office, 416-971-9856, ext. 356, email agarcia@amo.on.ca.

Qualifications

Every Director shall be:

- be an individual of eighteen (18) or more years of age;
- be an elected official of an AMO Member Municipality;
- not be an undischarged bankrupt; and
- not be declared incapable.

Qualified Nominees must obtain a Council or Committee of the Whole resolution of support which must specify the Zone for which the individual is being nominated.

Sample Council Resolution

Be it resolved that the Council for <*Municipality's legal name*> endorses <*Candidate's name & title*> for the position of ROMA Zone <*insert zone number*> Representative for the 2023 – 2027 ROMA Board of Directors.

Time Commitment

ROMA Board meetings are held eight times per year, typically on the second Thursday of the month in January, March, April, June, October, November, and December in Toronto. The August meeting is held at the AMO Conference. 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. The term of the ROMA Board is four years.

Expenses

ROMA Board members are entitled to a per diem of \$92 per day (as of 2022) 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 \$85/day.

NOMINATION FORM
2023– 2027 ROMA Board of Directors

Please note:

- Candidates reflecting Ontario's diversity are encouraged to seek election to the ROMA Board.
- It is the responsibility of the person nominated to file a complete and accurate Nomination Form.
- Council Resolution of support must accompany the form and must specify the Zone the candidate is nominated for. See [ROMA Zone map](#).
- Complete nominations will be accepted no later than **12:00 p.m. Friday, December 23, 2022.**

Send completed forms to:

Brian Rosborough, 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

Nominee's Email address and Phone Number

Mailing address, if different from municipal mailing address

Municipality and Postal Code, if different from municipal mailing address

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

C. I confirm that a Council/Committee of the Whole resolution confirming Council support for the Nomination to the above Zone is attached. _____ (*Initial here*)

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 ROMA'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