

CHICKEN FARMERS OF ONTARIO

BY-LAW NO. 30

A By-law relating to District Election Procedures of
Chicken Farmers of Ontario

(Hereinafter referred to as the Board)

BE IT ENACTED as a By-law of Chicken Farmers of Ontario as follows:

Interpretation

In this by-law and all other by-laws and resolutions of CFO unless the context otherwise requires:

“Act” means the *Farm Products Marketing Act*, R.S.O. 1990, c.F.9 and amendments thereto, including the regulations made pursuant thereto, and any statute or regulation substituted therefor, as amended from time to time;

“appoint” includes “elect” and vice versa;

“Board” means the Board of directors of CFO and “director” means a member of the Board;

“Board director” shall have the same meaning as “member of the local Board”, “farmer-member” and “farmer” shall have the same meaning as “producer”, both as such are defined in Ontario Regulation 403 made under the *Farm Products Marketing Act*;

“by-laws” means this by-law and all other by-laws, including special by-laws of the CFO, as amended from time to time and which are, from time to time, in force and effect;

“CFO” means Chicken Farmers of Ontario;

“Commission” means the Ontario Farm Products Marketing Commission under the *Ministry of Agriculture, Food and Rural Affairs Act*;

“district” means a territorial district in which a group of farmers-members each own property on which chickens are produced;

“e-mail address” means an internet electronic mail address as registered with CFO;

“family member” means mother, father, spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law;

“farmer-member” means a person to whom quota is fixed and allotted for the producing of chickens;

“farm ID” means a unique identification number assigned to a farmer-member by CFO;

“in-person meeting” means a person attended in physical attendance;

“Plan” shall have the same meaning as defined in Ontario Regulation 403 made under the *Farm Products Marketing Act*.

“virtual meeting” means a meeting not physically existing as such but made by software to appear to do so.

1. MEETINGS FORMATS

1.01 The Board may conduct nomination and election meetings by in-person or virtual meetings as described in Schedules A, B and C.

2. ELECTION PROCEDURES

(a) ELECTION PROCEDURES FOR DISTRICTS 1, 2, 3, 4 and 5

2.01 On or before March 15, 1999, and in every second year thereafter, the farmer-members in each of Districts one to five shall elect, from amongst themselves, one representative to the local Board and representatives to their committee.

(b) ELECTION PROCEDURES FOR DISTRICTS 6, 7, 8 and 9

2.02 On or before March 15, 2000, and in every second year thereafter, the farmer-members in each of Districts six to nine shall elect from amongst themselves, one representative to the local Board and representatives to their committee.

2.03 The term of office of each person elected under this section starts on the day of the annual meeting of the Board after the election and expires when the person’s successor takes office.

3. ELIGIBILITY REQUIREMENTS

3.01 Board director: To be eligible to stand for election as a director of the Board a person shall,

- (i) reside in the district, and
- (ii) be a farmer-member.

3.02 District Committee Representative (DCR): To be eligible to stand for election as a member of the District Chicken Farmers' Committee, herein referred to as "District Committee" a person shall,

- (i) reside in the district, and
- (ii) be a farmer-member.

4. VOTING

4.01 For the purpose of electing farmer-member representatives to a position on the Board of Directors or as a District Committee Representative, a farmer-member must be the owner of a property on which chickens are produced, and,

- (a) where the farmer-member is a corporation, the person, if any, designated in writing in respect of that property by the corporation shall be deemed to be the farmer-member. The person so designated, must reside in the district;
- (b) where the farmer-member is a firm or partnership or one or more persons carrying on the production and marketing under a trade name, farm name, or other designation, the person, if any, designated in writing in respect of that property by the owner or owners shall be deemed to be the farmer-member;
- (c) where the farmer-member is comprised of two or more persons who are joint owners, the one of such joint owners who first presents himself or herself to register the vote in respect of that property shall be deemed to be the farmer-member;
- (d) no farmer-member shall have more than one vote;
- (e) the farmer-member shall be eligible to vote only in the district where he or she resides; and
- (f) any farmer-member who cannot attend an election meeting, may designate in writing an individual to attend on their behalf who is:
 - (i) not a farmer-member or a representative of a farmer-member and who is
 - (ii) a family member of the farmer-member to vote on behalf of that farmer-member. No such alternative representative can have more than one vote nor represent more than one farmer-member.

5. BOARD DIRECTOR NOMINATIONS

- 5.01 The Board will convene a nomination meeting in each of the Districts to be held not less than 45 days prior to the day on which the election in that district is to be held.
- 5.02 The Board shall appoint an independent person to chair the nomination meeting and that person shall conduct the proceedings in accordance with Schedule "B".
- 5.03 The Chair of the nomination meeting shall accept nominations for Board Director from the meeting as moved by farmer-members within that district provided that where a farmer-member nominated is not in attendance, the Chair must have with him or her the written consent of that named farmer-member to allow his or her name to stand for that position as a Board Director.
- 5.04 At the time of acceptance of the nomination, the nominated farmer-member will be requested to give an undertaking in writing that if elected, he or she will forthwith complete a Directors Code of Business Conduct, a Directors Confidentiality Agreement and such other documents and commitments as are then required by CFO By-laws (the "required documents").
- 5.05 A director who declines to give the undertaking and subsequently does not complete the required documents, or a director who gives the undertaking but subsequently does not complete the required documents, will be considered a non-participatory director.
- 5.06 The Board will not provide a non-participatory director with access to confidential, personal, proprietary or sensitive information concerning the Board or CFO or access to meetings of the Board where such information may be discussed or provided.
- 5.07 If only one farmer-member is nominated at that nomination meeting, the Chair of the meeting shall declare him or her acclaimed.
- 5.08 If more than one farmer-member is nominated for the Director position, the Board will provide each candidate with a contact list of farmer-members in that district and will notify all such farmer-members of the names of all the candidates nominated for the director position.
- 5.09 A nominee for the Director position who is not subsequently elected as Director may be nominated for the position of District Committee Representative at the Election Meeting.

6. DISTRICT COMMITTEE REPRESENTATIVE (DCR) NOMINATIONS

6.01 There shall be a committee of District Committee Representatives (DCRs) in each district to be known as the District Committee.

6.02 The number of District Committee Representatives comprising each District Committee shall be determined according to the number of farmer-members in the district at the time of the election of the District Committee Representatives as follows:

Up to 105 farmer-members	=	3 positions
106 - 135 farmer-members	=	4 positions
136 or more farmer-members	=	5 positions

6.03 The Board will convene a nomination meeting for each of the Districts to be held not less than 45 days prior to the day on which the election in that district is to be held.

6.04 The Board shall appoint an independent person to chair the nomination meeting and that person shall conduct the proceedings in accordance with Schedule "B".

6.05 The Chair of the nomination meeting shall accept nominations for District Committee Representatives from the meeting as moved by farmer-members within that district provided that where a farmer-member nominated is not in attendance the Chair must have with him or her the written consent of that named farmer-member to allow his or her name to stand for that position as a District Committee Representative.

6.06 At the time of acceptance of the nomination, the nominated farmer-member will be requested to give an undertaking in writing that if elected, he or she will forthwith complete a DCR Code of Business Conduct, a DCR Confidentiality Agreement and such other documents and commitments as are then required by CFO By-laws (the "required documents").

6.07 A DCR who declines to give the undertaking and subsequently does not complete the required documents, or a DCR who gives the undertaking but subsequently does not complete the required documents, will be considered a non-participatory DCR.

6.08 The Board will not provide a non-participatory DCR with access to confidential, personal, proprietary or sensitive information concerning the Board or CFO or access to meetings of DCRs where such information may be discussed or provided.

6.09 Where a nominee of a district is acclaimed and the required number of District Committee Representatives for that district have agreed to serve on the District Committee, then the Chair shall also declare the nominees for District Committee Representative acclaimed.

6.10 Where there is more than one nominee for Director for a district, then the nominees for District Committee Representative shall not be acclaimed. The Board will provide each candidate for District Committee Representative with a contact list of farmer-members in that district and will notify all such farmer-members of all the names of all the candidates nominated for the District Committee Representative position.

7. ELECTION MEETING

7.01 The Board shall convene a meeting for each district as required for the purpose of,

- (a) election of Board Director for that district; and
- (b) election of District Committee Representatives for that district.

7.02 The order of proceedings at the election meeting shall be as follows:

- (i) filing by the Board with the Returning Officer the list of nominations for the Board Director positions in the order in which they were nominated;
- (ii) filing by the Board with the Returning Officer the list of nominations for the District Committee Representative positions in the order in which they were nominated;
- (iii) filing by the Board with the Returning Officer the list of eligible voters, the number of farmer-members in that district at the time of the election and the number of DCRs to be elected;
- (iv) filing by farmer-members with the Returning Officer of any alternate representative designations to be added to the voting list;
- (v) registration of eligible farmer-members, designated representatives and alternate representatives in attendance;
- (vi) election of Board Director; and
- (vii) election of District Committee Representatives.

8. RETURNING OFFICER & SCRUTINEERS

8.01 The Board shall appoint an independent Returning Officer and the Returning Officer will appoint two scrutineers for each district to the election meeting and provide the Returning Officer with a copy of the Board's electoral procedures before the election meeting as set out in Schedule A.

8.02 The Returning Officer together with the scrutineers and any Board staff shall check the eligibility of voters against a list of farmer-members eligible to vote in the district as supplied by the Board, together with any alternate representative designations filed, before allowing the farmer-member to receive a ballot and vote.

9. BALLOTS

9.01 Voting shall be conducted by secret ballot.

9.02 The Board shall provide the Returning Officer in each district with sufficient ballot forms and ballot tabulator forms to properly conduct the election.

9.03 The Returning Officer shall arrange for suitable accommodation for voting and such other equipment and supplies as may be required for conducting the election.

9.04 The Returning Officer shall give specific directions for the guidance of voters in the voting procedure prior to conducting the election.

10. VOTING PROCEDURE FOR BOARD DIRECTOR

10.01 In marking the ballot for Board Director voters shall select the name of the nominee of their choice.

10.02 A voter may only vote for one person to be elected as a Board Director.

10.03 Any ballot marked otherwise than for one Board Director shall be declared spoiled.

10.04 The Returning Officer and the scrutineers shall count the votes immediately on completion of voting.

10.05 In the event that no one nominee for Board Director receives a majority of the ballots cast (i.e., 50% plus one), a second ballot shall be held with the Returning Officer removing the name of the nominee with the least votes. If necessary, the Returning Officer will conduct subsequent ballots in this manner to complete the election of Board Director.

10.06 In the event of a tie for Board Director position, a second ballot shall be held. If the tie is maintained on the second ballot, a third and final ballot shall be conducted. If there is a third tie, the Returning Officer will randomly remove one ballot and the other candidate is declared the winner.

10.07 In the event of a multiple tie, refer to Schedule A, Section D.

11. VOTING PROCEDURE FOR DISTRICT COMMITTEE REPRESENTATIVES (DCRS)

11.01 In marking the ballot, voters shall select the names of the nominee of their choice.

11.02 A voter must vote for the number of persons to be elected.

11.03 Any ballot not marked for the full number shall be declared spoiled.

11.04 The Returning Officer and the scrutineers shall count the votes immediately on completion of voting.

11.05 District Committee Representatives up to the numbers allowed, receiving the greatest number of votes, shall be declared elected by the Returning Officer.

11.06 In the event of a tie, a second ballot shall be held. If a tie is maintained, refer to Schedule A, Sections E & F.

12. REVOCATION

12.01 By-law No. 28 dated November 1, 2017 is hereby revoked by this By-law.

BY ORDER OF Chicken Farmers of Ontario

DATED at Burlington, the 21st day of October, 2020.



Chair



Secretary

Schedule A

Procedure for Conducting District Election Meetings

1. The Chair of the District Committee should open the meeting and announce that the first section of the meeting will consist of the Elections Meeting. He/she should then introduce the Returning Officer for the Elections Meeting and hand the meeting over to him/her.
2. The Returning Officer should conduct the Elections Meeting in the following manner:

"Good Evening (afternoon).

I am appointing _____ and _____ as independent scrutineers.

Before commencing the actual nomination procedure, I would first like to advise you as follows:

At the time of acceptance of the nomination, the nominated farmer-member will be requested to give an undertaking in writing that if elected, he or she will forthwith complete a Code of Business Conduct, a Confidentiality Agreement and such other documents and commitments as are then required by CFO By-laws (the "required documents").

A nominee who declines to give the undertaking and subsequently does not complete the required documents, or a nominee who gives the undertaking but subsequently does not complete the required documents, will be considered a non-participatory electee.

The Board will not provide a non-participatory electee with access to confidential, personal, proprietary or sensitive information concerning the Board or CFO or access to meetings where such information may be discussed or provided.

At the conclusion of the elections, the winning nominee(s) will be announced, however, the number of votes per nominee will not be disclosed.

3. ELECTION OF BOARD MEMBER

I will first deal with the election of a Board Director for this district.

A Nomination Meeting for District _____ Board Director was held on _____
_____ at _____.

The outcome of that Nomination Meeting was as follows: --

A. IF THERE WAS ONLY ONE NOMINEE

"Mr./Ms. _____ was the only nominee and was therefore elected by acclamation. As a result, we will not require an election for Board Director."

B. IF THERE WAS MORE THAN ONE NOMINEE

"The following persons accepted nomination at the Nomination Meeting."

Action (Project names to meeting attendees on presentation slide)

Returning Officer "I will now ask each of these nominees if they wish to leave their names stand for election."

Action Ask each nominee, in turn, if they wish to leave their names stand. If any wish to withdraw, remove their names from the list.

Returning Officer "I will now provide each nominee with the opportunity to address the meeting for not more than 10 minutes."

Action Nominees make speeches in the order in which they were nominated.

Returning Officer "Have all farmer-members present who are resident in District registered and received their ballots?"

Action Complete registration of any remaining farmer-members.

Returning Officer "I now declare registration closed.
I will now proceed to conduct the election for Board Director for District _____.
Use the ballot for Board Director.
Vote for one person only from the nominees listed.

Action [Allow reasonable time]
Farmer-members mark ballots. Scrutineers collect ballots.
Returning Officer and Scrutineers count ballots.
Returning Officer makes following announcement: –

Returning Officer "Mr./Ms. _____ received a majority of the valid ballots cast and I therefore declare him/her elected as the Board Director for District."

C. IF NO ONE RECEIVES A MAJORITY OF THE VALID BALLOTS

Returning Officer "No one received a majority of the valid ballots cast, that is at least 50% + 1.

I will therefore now conduct a second ballot and I will remove the name of the nominee with the least votes, which was Mr./Ms.

In this ballot the nominees now are (name the remaining nominees)."

Action Conduct second ballot.

Continue with subsequent ballots if again no one receives a majority of the valid ballots, at least 50% + 1, removing name of nominee with least votes each time.

D. IF NO ONE RECEIVES A MAJORITY OF THE VALID BALLOTS AND IF TWO OR MORE NOMINEES WITH THE LEAST AMOUNT OF VOTES ARE TIED

Returning Officer "No one received a majority of the valid ballots cast. Also Mr./Ms. _____ and Mr./Ms. _____ received the least amount of votes and are tied.

I will therefore conduct a second ballot for the nominees whose votes were tied. I will then conduct a third ballot for the remaining nominees and the tie-breaker."

Action Conduct second ballot for tied nominees only.

Conduct third ballot for remaining nominees and the tie-breaker.

Continue with subsequent ballots if again no one receives a majority of the valid ballots, removing name of nominee with least votes each time.

E. IF THE RESULT OF THE BALLOT IS A TIE

Returning Officer "There is a tied vote for the nominees. I will therefore now conduct a second ballot to try and break the tie. If the tie is maintained on the second ballot, I will conduct a third and final ballot. If there is a third tie, I will remove one ballot and declare the other nominee the winner."

Action Conduct second ballot to try and break the tie.

If the tie is maintained on the second ballot, conduct third and final ballot.

If the vote is the same remove one ballot and declare remaining nominee the winner.

F. IF THE RESULT OF THE BALLOT IS A MULTIPLE TIE

Returning Officer "There is a multiple tie vote for the nominees. I will therefore now conduct a second ballot to try and break the tie. If the tie is maintained on the second ballot, I will conduct a third ballot. If there is a third multiple tie, I will remove one ballot. The person named on that ballot will be removed from the list of nominees. I will then conduct a fourth ballot for the remaining nominees. If the tied votes continue, the procedure of removing one ballot, removing the person named on that ballot, and conducting another ballot will be repeated until one nominee is declared elected."

Action Conduct second ballot to try and break the tie.

If the tie is maintained on second ballot, conduct third ballot.

If the tie is maintained on the third ballot, remove one ballot, remove the person named on that ballot, and conduct a fourth ballot.

If there is a fourth tie, remove one ballot and declare the other nominee the winner [unless there is still a multiple tie, in which case the procedure of removing a ballot (etc.) is repeated].

G. IF THE RESULT IS A CLEAR WIN

Returning Officer "Mr./Ms. _____ received a majority of the valid ballots cast and I therefore declare him/her elected as the Board Director for District _____."

4. ELECTION OF DISTRICT COMMITTEE REPRESENTATIVES

I will now deal with the election of District Committee Representatives for this district.

A Nomination Meeting for District _____ District Committee Representatives was held on _____ at _____.

The outcome of that Nomination Meeting was as follows: --

A. IF THE BOARD DIRECTOR NOMINEE IS DECLARED TO BE ACCLAIMED AND IF THE DCR CANDIDATES NOMINATED MATCHES THE NUMBER OF AUTHORIZED DCR POSITIONS

"The Board Director position was declared by acclamation and the number of candidates nominated matches the number of authorized District Committee Representative positions and were therefore elected by acclamation. As a result, we will not require an election for District Committee Representatives."

B. IF MORE THAN ONE FARMER-MEMBER IS NOMINATED FOR THE DIRECTOR POSITION, THERE SHALL BE NO ACCLAMATION OF DCRS.

Returning Officer "The number of authorized District Committee Representative positions is___(state the number), I will now proceed to conduct the election for District Committee Representatives for District _____.

"The following persons accepted nomination."

Action (Project names to meeting attendees on presentation slide)

Returning Officer "I will now ask each of these nominees if they wish to leave their names stand for election."

Action Ask each nominee, in turn, if they wish to leave their names stand. If any wish to withdraw, remove their names from the list.

Action I will now ask for any additional nominations for District Committee Representatives for District _____for the year(s) _____ concerning only those persons who were unsuccessful candidates for Board Director.

A nomination may be made only by a farmer-member residing in this district.

Therefore, please identify yourself if you wish to make a nomination –which you can do by simply standing up and saying "My name is _____and I wish to nominate _____for the position of District Committee Representative."

I will provide a reasonable amount of time for all nominations to be made.

Finally, I will ask three times "are there any other nominations". Hearing none, I will request a motion to close nominations. I will then ask all nominees if they wish to accept the nomination.

Returning Officer "I will now provide each nominee with the opportunity to address the meeting for not more than 10 minutes."

Action Nominees make speeches in the order in which they were nominated.

Returning Officer "Have all farmer-members present who are resident in District registered and received their ballots?"

Action Complete registration of any remaining farmer-members.

Returning Officer "I now declare registration closed.
I will now proceed to conduct the election for District Committee Representatives for District _____.

Use the ballot for District Committee Representatives.
The number of nominees to be elected is (state the number). In marking your ballot, you must select the names of the nominees of your choice. You must vote for the number of persons to be elected. Any ballot not marked for the full number of persons to be elected will be declared a spoiled ballot."

Action [Allow reasonable time]
Farmer-members mark ballots. Scrutineers collect ballots.
Returning Officer and Scrutineers count ballots.
Returning Officer makes following announcement: --

Returning Officer "The following nominees have been elected as District Committee Representatives for District _____. [read names]"

Action [allow reasonable time]
Farmer-members mark ballots and scrutineers collect ballots
Returning Officer and scrutineers count ballots
Returning Officer makes following announcement:

C. IF TWO OR MORE CANDIDATES ARE TIED FOR THE LAST POSITION(S) ON THE DISTRICT COMMITTEE

After reading the names of the nominees elected to the District Committee, the Returning Officer will make the following announcement:

Returning Officer "Since _____(number) nominees are to be elected to the District Committee and only _____ (number) have been clearly elected, I will now proceed to another ballot for the last [one, two or whatever] position[s]. The nominees who were tied are: [name them].

The number of nominees to be elected is _____(state the number).
In marking your ballot, you must fill in the names of the nominees of your choice in the spaces provided on the ballot. You must vote for the number of persons to be elected. Any ballot not marked for the full number of persons to be elected will be declared a spoiled ballot."

Should a tie for the remaining nominees for the position of District Committee Representatives occur, refer to pages 9 and 10, Sections E and F.

Action [allow reasonable time]
farmer-members mark ballots
scrutineers collect ballots
Returning Officer and scrutineers count ballots
Returning Officer makes following announcement:

Returning Officer "The following nominees have been elected as District Committee Representatives for District _____:
[read names]".

Returning Officer "I'm prepared to accept a motion to destroy the ballots."

Action Mover and seconder and vote on motion to destroy ballots.

Returning Officer "I would like to return the meeting back to the Chair of the district."

Schedule B

Procedure for Conducting Nomination Meetings

For District Board Director and District Committee Representatives

1. The Chair of the District Committee should open the meeting and announce that the first section of the meeting will consist of a Nomination Meeting for District Board Director followed by District Committee Representatives. He/she should then introduce the Chair of the Nomination Meeting and hand the meeting over to him/her.
2. The Chair of the Nomination Meeting should conduct the Nomination Meeting in the following manner:

"Good evening (afternoon).

I have been appointed by the Board as Chair of this Nomination Meeting. As you are aware, the Board is responsible for conducting district elections.

Before commencing the actual nomination procedure, I would first like to advise you as follows:

At the time of acceptance of the nomination, the nominated farmer-member will be requested to give an undertaking in writing that if elected, he or she will forthwith complete a Code of Business Conduct, a Confidentiality Agreement and such other documents and commitments as are then required by CFO By-laws (the "required documents").

A nominee who declines to give the undertaking and subsequently does not complete the required documents, or a nominee who give the undertaking but subsequently does not complete the required documents, will be considered a non-participatory electorate.

The Board will not provide a non-participatory electorate with access to confidential, personal, proprietary or sensitive information concerning the Board or CFO or access to meetings of the Board where such information may be discussed or provided.

Further, I would like to describe to you the process:

Board Director

I will begin by asking for nominations for Board Director for District ____ for the year(s) _____. A nomination may be made only by a farmer-member residing in this district.

The nominee must also be a farmer-member residing in this district.

Therefore, please identify yourself if you wish to make a nomination –which you can do by simply standing up and saying "My name is _____ and I wish to nominate _____ for the position of Board Director."

I will provide a reasonable amount of time for all nominations to be made.

Finally, I will ask three times "are there any other nominations".
Hearing none, I will request a motion to close nominations. I will then ask all nominees if they wish to accept the nomination.

Now, if I receive only one accepted nomination, I will declare that person elected by acclamation as Board Director for this District, and I will then ask the newly elected Director to address the meeting.

If I receive more than one accepted nomination, I will invite all nominees to participate in an information, question and answer and debating session.

Each nominee will be expected to make a speech informing the meeting about his/her platform –that is his/her ideas, policies and proposals –to answer questions -and to debate his or her platform with the other nominees.

At the conclusion, I will provide each nominee with the opportunity to make a short summary presentation.

District Committee Representatives

I will now begin by asking for nominations for District Committee Representatives for District _____ for the year(s) _____. The number of authorized District Committee Representative positions is _____.

A nomination may be made only by a farmer-member residing in this district.

The nominee must also be a farmer-member residing in this district.

Therefore, please identify yourself if you wish to make a nomination –which you can do by simply standing up and saying "My name is _____ and I wish to nominate _____ for the position of District Committee Representative."

I will provide a reasonable amount of time for all nominations to be made.

Finally, I will ask three times "are there any other nominations".

Hearing none, I will request a motion to close nominations. I will then ask all nominees if they wish to accept the nomination.

Now, if the Board Director nominee is declared to be acclaimed and if the number of accepted nominations matches the number of authorized District Committee Representative positions, I will declare those persons elected by acclamation as District Committee Representatives of District____, and I will then ask the newly elected District Committee to address the meeting, after which I will declare this Nomination Meeting closed.

However, if more than one farmer-member is nominated for the Director position, there shall be no acclamation of DCRs. Immediately following the election of the Board Director position, nominations will be reopened in order to receive any nominations respecting an unsuccessful candidate for Board Director as a District Committee Representative. I will then invite all nominees to join me at the head table for an information, question and answer and debating session.

Each nominee will be expected to make a speech informing the meeting about his/her platform –that is his/her ideas, policies and proposals –to answer questions -and to debate his or her platform with the other nominees.

At the conclusion, I will provide each nominee with the opportunity to make a short summary presentation. I will then declare the Nomination Meeting closed.

Now, before I commence the proceedings for nominations, are there any questions?"
[Chair should deal with any questions]

3. The Actual Nomination Procedure – Board Director

Chair: "I will now accept nominations for the position of Board Director for District _____ for the year(s) _."

Action Chair records name of nominator and nominee.
Field Officer checks names against farmer-member list.

[Following a reasonable period of time]

Chair: " Are there any other nominations?"

[Repeat three times]

Chair: "Hearing no further nominations, I request a motion to close nominations."

Action Mover and seconder and vote on motion to close nominations.

Chair asks each nominee if he/she accepts the nomination.

A If there is only one nomination

Chair: "I have received only one nomination.

I therefore declare _____ elected by acclamation as Board Director for this District for the year(s) _____.

I would like to ask _____ to address the meeting.

Action Newly elected Director addresses the meeting.

Chair: "That concludes the Nomination Meeting and since you have elected _____ by acclamation, there will be no need for election for Director at the Election Meeting on _____

I will now accept nominations for District Committee Representatives.

B If there is more than one nomination

Chair: "I would now like to invite all nominees to address the meeting.

The order in which the nominees will address the meeting will be determined by alphabetical last name."

Chair: "The order of speaking has now been determined and it will be as follows: -- (outline order of speakers)

Each nominee will speak for not more than 10 minutes.

After all nominees present have spoken, I will invite the nominees to ask questions of each other. I will then invite questions from the audience. However, I wish to make it clear that I will accept questions only from farmer-members resident in this district. I will therefore ask you to listen carefully to each speaker's address and note the questions you wish to ask each speaker or all speakers if you wish. "

Action Nominees make speeches.

Chair asks nominees for questions.

Chair asks audience for questions.

-questioners to identify themselves

[Following completion of Question and Answer Session]

Chair: "Now that we have completed the speeches and the question and answer session, I will now invite the nominees to debate their platforms with each other. This is the opportunity for a nominee to compare his/her platform with the platforms of the other nominees, identifying strengths and weaknesses."

Action Nominees debate with each other.
[Allow reasonable time for debate]

Chair: "In conclusion, I would now like to invite each nominee to make a summary presentation of not more than 3 minutes --in the same order as you made your opening speeches."

Action Nominees make summary presentations.

Chair: "That concludes this part of the procedure. I would like to thank all nominees for their participation. The election for District Director will take place as follows:

Date:
Time:
Place:

The election for Director will be the first business at that meeting, after which elections for DCRs will be held. The Board has appointed _____ returning officer for the election meeting and _____ and _____ as scrutineers.

That concludes the business of this meeting. I declare this meeting closed and return the chair to _____."

4. The Actual Nomination Procedure – District Committee Representative

Chair: "I will now accept nominations for District Committee Representative positions for District ___ for the year(s)."

Action Chair records name of nominators and nominees.
Field Officer checks names against farmer-member list.

[Following a reasonable period of time]

Chair: " Are there any other nominations?"

[Repeat three times]

Chair: "Hearing no further nominations, I request a motion to close nominations."

Action Mover and seconder and vote on motion to close nominations.

Chair asks each nominee if he/she accepts the nomination.

A **If the Board Director nominee is declared as acclaimed and if the number of nominees matches number of authorized District Committee Representative positions**

Chair: "I have received the authorized number of nominations.

I therefore declare the following nominees elected by acclamation as District Committee Representative this District for the year(s) _____:

I would like to ask the District Committee to address the meeting.

Action Newly elected District Committee addresses the meeting.

Chair: "That concludes the Nomination Meeting and since you have elected the District Committee by acclamation, there will be no need for election for District Committee Representatives at the Election Meeting on _____.

B **If more than one farmer-member is nominated for the Director position**

Chair: "I would now like to invite all nominees to address the meeting.

The order in which the nominees will address the meeting will be determined by alphabetical last name."

Chair: "The order of speaking has now been determined and it will be as follows: --
(outline order of speakers)

Each nominee will speak for not more than 10 minutes.

After all nominees present have spoken, I will invite the nominees

to ask questions of each other. I will then invite questions from the audience.

However, I wish to make it clear that I will accept questions only from farmer-members resident in this district. I will therefore ask you to listen carefully to each speaker's address and note the questions you wish to ask each speaker or all speakers if you wish. "

Action Nominees make speeches.

Chair asks nominees for questions.

Chair asks audience for questions.

-questioners to identify themselves

[Following completion of Question and Answer Session]

Chair: "Now that we have completed the speeches and the question and answer session, I will now invite the nominees to debate their platforms with each other. This is the opportunity for a nominee to compare his/her platform with the platforms of the other nominees, identifying strengths and weaknesses."

Action Nominees debate with each other.
[Allow reasonable time for debate]

Chair: "In conclusion, I would now like to invite each nominee to make a summary presentation of not more than 3 minutes –in the same order as you made your opening speeches."

Action Nominees make summary presentations.

Chair: "That concludes this part of the procedure. I would like to thank all nominees for their participation. The nominations for District Committee Representatives will be re-opened following the election of the Board Director position scheduled to take place as follows:

Date:
Time:
Place:

The election for District Committee Representatives will be the second piece of business at that meeting. The Board has appointed _____ returning officer for the election meeting and _____ and _____ as scrutineers.

That concludes the business of this meeting. I declare this meeting closed and return the chair to _____."

Schedule C

Virtual Nomination and Elections Meetings

CFO's objective is to provide the means for farmer-members to exercise their franchise using available technology while ensuring that voting security integrity is maintained and that meetings are not overly impaired or delayed as a result.

Schedules A and B will apply subject to necessary modifications as considered appropriate by the Election Officer to satisfy the objective.

VIRTUAL MEETINGS

1. Farmer-members must register with their intent to attend district meetings by the deadline established CFO.
2. Eligible farmer-members will receive details to test out the virtual technology in advance of the meetings.
3. Farmer-members will receive secure access to the virtual meeting the day of the meeting.
4. The Election Officer will be provided with the list of eligible voters in advance of the meetings.
5. CFO Information Technology and other support staff will be provided at all virtual meetings.
6. Nominees will be presented digitally.
7. Voting will be conducted digitally. Farmer-members will select the candidate of their choice using the technology provided.