



Date: September 27, 2018

To: Members of the Business Improvement Area (BIA)

Re: **Election of Four (4) Board of Management Positions**

Nominations are currently being accepted to fill four (4) positions on the Conception Bay South Business Improvement Association Board of Management; nominations will close on Friday, November 16, at 4:00 pm.

Subsequent to the close of nominations, and provided nominations exceed the number of vacant positions (4) on the Board, ballot papers will be prepared and an election will be held on Thursday, November 22 in the Gerald Greenslade Gallery of the Town Hall, 11 Remembrance Square, between the hours of 10 am and 3 pm.

#### ELIGIBILITY CRITERIA (Excerpt from BIA Regulations Section 6)

To be eligible for election to the Board, a person must be at least nineteen (19) years of age, must have paid to date all levies assessed in accordance with Section 16 and must be:

- (i) A person carrying on a business within the Area; or
- (ii) A designated representative of a person, company, corporation, firm, group, organization or other similar body carrying on a business within the Area.

To be eligible to vote for the election of Board members, a person must have paid to date all levies assessed in accordance with Section 16 and must be:

- (i) A person carrying on a business, trade, or profession within the Area;
- (ii) A designated representative of a person, company, corporation, firm, group, organization or other similar body carrying on a business within the Area;
- (iii) Registered with the Town of Conception Bay South as an operating business;
- (iv) A current member of the Conception Bay Area Chamber of Commerce.

Each person, company, corporation, firm, group, organization or other similar body within the Improvement Association Area shall have one vote only and for the purpose of exercising this vote shall have only one designated representative for each body.

### NOMINATION PROCEDURE

Subject to meeting the eligibility requirements, nominations will be received by the Town Clerk, or designate, up to 4:00 pm on Friday, November 16, 2018.

Should you wish to consider seeking a position on the Board, please fill out the appropriate nomination form as per the following instructions:

Complete Section (B) and have it signed by two (2) electors, eligible under Section 6b of the Regulation.

You must complete Section (A) in the presence of the Town Clerk or designate on or before 4:00 pm on Friday, November 16, 2018.

You will be required to provide a BIA Business Levy Clearance Letter at the same time as you file your nomination papers. In order to obtain the letter, you must have paid all outstanding levies in accordance with Section 16 of the BIA Regulations. Please call the Finance Department at 834-6500 ext. 201 to ensure your letter is ready for pickup.

### ELECTION PROCEDURE

Should an election be necessary, following the close of the election, ballots will be counted and results prepared and released shortly thereafter. The new Board members will officially take office following the public Council meeting of December 4, 2018.

For more information, please contact Krista House, Economic Development Coordinator, Town of Conception Bay South, at 834-6500 ext. 703 or [krista.house@conceptionbaysouth.ca](mailto:krista.house@conceptionbaysouth.ca).

**CONCEPTION BAY SOUTH MAINSTREET BUSINESS IMPROVEMENT ASSOCIATION  
BOARD OF MANAGEMENT - ELECTION 2018**

**NOMINATION PAPER AND DECLARATION OF QUALIFICATIONS OF CANDIDATE**

**(A) DECLARATION OF QUALIFICATIONS OF CANDIDATE:**

I, \_\_\_\_\_, a candidate for a member of the Conception Bay South Business Improvement Association Board of Management, declare that:

- (a) I am at least 19 years of age.
- (b) I am a person carrying on a business within the Area and assessed for BIA Business Levy.
- (c) I am a designated representative of a person, company, corporation, firm, group, organization or other similar body carrying on a business within the Area and assessed for BIA Business Levy.
- (d) I, or my firm, etc. is in good standing in the BIA at the filing of this nomination paper.

Declared before me at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
**Town Clerk (or Designate)**

\_\_\_\_\_  
**Candidate**

**(B) NOMINATION OF CANDIDATE:**

We, the undersigned electors of the designated Conception Bay South Business Improvement Association do hereby nominate:

\_\_\_\_\_  
**(full name of candidate)**

of \_\_\_\_\_ **(name of company, group, person)**

a bona fide member of the Conception Bay South BIA as a candidate at the election now pending for the Board of Management.

\_\_\_\_\_  
**Signature of Elector 1**

\_\_\_\_\_  
**Signature of Elector 2**

I, the said \_\_\_\_\_, nominated in the foregoing nomination paper, hereby

**Candidate's Name**

consent to such nomination, and name my business and address as:

\_\_\_\_\_  
**Business**

\_\_\_\_\_  
**Address**

Signed before me at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.