



LGMA

LOCAL GOVERNMENT
MANAGEMENT ASSOCIATION
OF BRITISH COLUMBIA

ELECTIONS ADVISORY COMMITTEE

Terms of Reference

2016

PHILOSOPHY AND OBJECTIVES

The primary objective of the Elections Advisory Committee is to provide continuing education, professional development and technical support for local government election officials

These objectives are achieved through Committee assistance to:

- Draw attention to and emphasize best practices in the local government elections procedures
- Provide a forum for the exchange of ideas, methodologies and legislative/regulatory updates within local government for those responsible for overseeing local government elections in BC.
- Provide local government election officials with toolkits/resource manuals and training workshops that provide practical guidance and advice on delivering local government elections.
- Provide advice and advocacy support to the Board of Directors of the LGMA in respect to legislative changes being proposed by the Province of British Columbia relating to the authority or responsibility of elections officials.

COMMITTEE TERMS OF REFERENCE

1. The Elections Advisory Committee is established as a sub-committee of the Local Government Management Association Professional Development and Education Committee and reports to that committee.
2. The role of the Committee is to provide inputs and support as required on appropriate training, professional development, continuing education and technical support for local government election officials. An emphasis is placed on pragmatic professional development rather than theoretical studies. Training program content is kept current through an ongoing evaluation of course objectives and updating of materials combined with a regular rotation of facilitators and instructors.
3. The Committee's responsibilities shall include the following:
 - (a) Identifying procedural changes resulting from legislative/regulatory changes to elections legislation that will impact the ability of elections officials to properly conduct local government elections in BC.
 - (b) Providing technical inputs and feedback to provincial staff and staff of Elections BC to support legislative and regulatory amendments to the legislation pertaining to local government elections.

- (c) Identifying opportunities and working with LGMA staff to organize and deliver professional development and training workshops, particularly the intensive workshops for elections officials in advance of local government elections.
 - (d) Working with LGMA staff and consultants to ensure timely updates to and maintenance of the *Elections Manual for Local Governments in BC*.
 - (e) Facilitating networking opportunities/partnerships for elections officials.
4. The Committee may recommend to the Professional Development and Education Committee: budget allocation for special initiatives or projects, terms of reference for the Elections Advisory Committee, selection of members for the Elections Advisory Committee, policy relating to the delivery of elections training and professional development, and other educational matters.
5. Costs of Committee member's travel for Committee business are included in the LGMA budget and are reimbursable subject to prior approval of the LGMA Executive Director.

COMMITTEE MEMBERS

6. Composition

- (a) The Elections Advisory Committee shall consist of at least eight (8) members. The Committee may provide the LGMA Professional Development and Education Committee with nominations to fill vacancies on the Committee. However, the Professional Development and Education Committee is delegated the responsibility for the appointment of members to the Election Advisory Committee.
- (b) Committee members will typically be assigned to work primarily on either manual updates or training program development, but may be asked to support either working group depending on need and professional expertise.

7. Committee Members Term of Office

- (a) The term of office for each member on the Committee shall be four (4) years to match electoral cycles in local government in BC.
- (b) The annual term of office of each member shall be from January 1st to December 31st.
- (c) An appointment to fill a vacancy on the Committee will be for a four-year term allowing Committee members to stagger their terms.

- (d) Committee members may seek re-appointment.

Transitional

Election Advisory Committee members who have been appointed by the LGMA Professional Development and Educational Committee prior to the date of adoption of these Terms of Reference will be deemed to have begun their term of office on January 1, 2016. The LGMA Professional Development and Educational Committee may appoint new Election Advisory Committee members at any time and their appointments will expire on December 31st 2020.

8. Selection of Chairpersons

- (a) The Elections Advisory Committee shall, after its first meeting after January 1st each year, select from amongst its appointed members two Co-Chairs. One Co-Chair will lead the training working group and the other will lead the manual working group.
- (b) Co-Chairs will work together to develop the work plan and agendas for working group and full Committee meetings. Co-Chairs may, at their discretion, rotate chairing of meetings.

9. Selection of Members

- (a) The following criteria for appointment to the Committee shall be deemed desirable:
 - (i) At least three members of the Committee should have experience as an chief election officer in a local government;
 - (ii) At least one member of the Committee should be from a municipality with a population over 50,000;
 - (iii) At least one member of the Committee should be from a municipality with a population under 5,000;
 - (iv) At least one member of the Committee should be from a regional district.
- (b) Balanced representation from geographic regions around BC should be maintained on the Committee.
- (c) A balance between experienced and relatively new elections officers is desirable to support succession planning.

- (d) Membership in the Local Government Management Association of BC is encouraged.

10. Ex Officio Members

The Committee should seek the appointment of a representative from the Ministry responsible for local government and the Ministry responsible for School Boards. As deemed necessary, a representative from Elections BC may also be appointed by the Committee. The Committee may appoint additional ex-officio members to act in an advisory capacity as necessary from time to time.

11. Time Commitment

Committee members are expected to:

- (a) attend at least one Committee meeting each year in person or by electronic meeting;
- (b) participate in Committee conference calls as reasonably required;
- (c) take a role in one of the responsibilities identified for the Committee and its working groups;
- (d) provide reasonable time outside of meetings to assist with the development of the elections training and workshops;
- (e) provide reasonable time outside of meetings to assist with technical updates to the *Elections Manual for Local Governments in BC*; and
- (f) participate in the organization and/or delivery of training workshops as reasonably required.