



**KNIGHTS OF COLUMBUS**  
**ONTARIO STATE COUNCIL**

**STANDING RULES GOVERNING**  
**ELECTION OF STATE BOARD OFFICERS**  
**FOR THE JURISDICTION OF ONTARIO**

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## **PREAMBLE**

### **I. INTRODUCTION**

- a. The intent of this document is to provide a guide to the policies and procedures regarding the election of State Board Officers in the jurisdiction of Ontario.

### **II. WHEN ELECTIONS CONVENED**

- a. State Council shall be convened annually between the first day of April to and including the first day of June in each year by the State Deputy for the election of officers, and for the transaction of such business and the enactment of such rules and regulations as may be consistent with the charter and laws of the Supreme Council. (SEC. 13 Charter Constitution & Laws)

### **III. CAMPAIGNING**

- a. No Campaigning, other than phone calls, will be permitted except as listed in Section IV.

### **IV. CAMPAIGN ADVERTISING**

- a. The State Office will send one mail out of campaign material. Candidates or their supporters wishing to send out a flyer/resume must send it to the State Office no later than April 2 of each year. The format will be as prescribed by the Board; no variations are allowed. No material can be sent after the deadline. If desired, a candidate may provide information translated at their own expense. All material must be photocopy ready in **Black and White only**. (see Appendix A)
- b. No other form of advertising is permitted.
- c. Any submissions will be done in a positive manner.
- d. The mail out will be posted on a bulletin board in the market place at the Convention.
- e. This mail out will also be posted on the State website after April 2
- f. A table will be provided to each candidate at the Convention on which he may place a display.

### **V. HOSPITALITY SUITES**

- a. Candidates are not permitted to host a hospitality suite. Councils are not permitted to host a hospitality suite in support of a candidate for State Office.
- b. Candidates can visit hospitality suites of other Councils, but they are not allowed to use this as a venue to campaign. While in the Hospitality Suites candidates may not give speeches.

### **VI. ELECTION PROCESS**

- a. The election of State Board Officers will be conducted by the Immediate Past State Deputy under the authority of the State Deputy in accordance with the Charter, Constitution and Laws of the Order and the By Laws of Ontario State Council.
- b. Candidates wishing to run for the State Board may file their nomination papers with the State Office no earlier than January 1<sup>st</sup>.
- c. One mail out to Councils will be done **ONLY** by the State Board.
- d. In order to have materials sent in that mailing, nomination forms and campaign materials must be received at the State Office by April 2<sup>nd</sup>

- e. Once nomination is received, the candidates name and photo will be placed on the State Website. (Candidate to provide photo)
- f. Upon the start of elections at the Convention, the nominator will announce his name, position and council affiliation and will have a maximum of 2 minutes in which to propose his candidate.
- g. The seconder of the nomination will only be permitted enough time to announce his name, position council affiliation and acknowledge his seconding of the candidate.
- h. Once all of the nominators have finished their remarks in relation to their Candidates, candidates will be given a maximum of 5 minutes to address the meeting. Candidates will be asked to speak in random order by a draw of names. If candidate needs to make a speech for a second office, he will be allotted 2 minutes for the second speech.
- i. Candidates must be nominated in writing on the proper form prior to closing of nominations for all positions for which he has an interest.
- j. Voting will be conducted at the business session following nominations or as designated by the State Deputy. No proxy votes.
- k. Voting will take place by secret ballot. Delegates will write the name of the candidate on their ballot. The names of the candidates will be listed in the voting booth in alphabetical order.
- l. No campaigning will be permitted in the waiting line when delegates are in line to vote, and business area.
- m. Each candidate can appoint a scrutineer to observe the counting of the ballots. Scrutineers will observe the process, but are not permitted to participate in the counting of the ballots. Once inside the room where the ballots are counted they will not be permitted to leave until the results of the ballot have been announced to the Convention.
- n. Prior to the voting at least three tellers shall be appointed to count the ballots and report the results to the Immediate Past State Deputy. These tellers shall be Past State Deputies as appointed by the Immediate Past State Deputy. If there is less then 3 PSD present, the IPSD will appoint a replacement.
- o. Calls for office. Three calls for nominations will take place as follows: 1st call at District Deputies meeting in December, 2<sup>nd</sup> call February 1<sup>st</sup> and the 3<sup>rd</sup> call March 15<sup>th</sup> at noon.
- p. Nominations will be closed at 12 noon on April 1<sup>st</sup>.

## **VII. WHO MAY VOTE**

- a. Only accredited delegates, State Officers, and the last living Past State Deputy, in possession of valid voting cards may vote.
- b. Councils are entitled to send up to two delegates to the Convention and each delegate gets one vote.
- c. District Deputies and PSD's may not possess a voting card, and do not have the right to vote.
- d. Delegates of Councils, which are in arrears for current or prior annual state per capita fees, will not be accredited.

## **VIII. SEQUENCE OF ELECTION**

- a. The voting will be carried out first for the position of State Deputy, followed by State Secretary, State Treasurer, State Advocate and State Warden.

## **IX. WHAT CONSTITUTES ELECTION**

- a. At the close of nominations for any position, should there be only one nominee, that person will be declared elected by acclamation.**
- b. At the close of nominations for any position, should there be more than one nominee; election to that position will be accomplished by a candidate gaining a simple majority of 50% plus 1 vote of the eligible ballots cast.**
- c. If no candidate achieves a simple majority of 50% plus 1 vote of the eligible ballots cast on any ballot, then, in addition to the candidate who received the least number of votes being dropped, all those candidates who receive 10% or less of the votes cast, will be dropped from the subsequent ballot.**

## **X. DEATH OR RESIGNATIONS**

- a. When a State Board Officer resigns from office or passes away during his term, except for the State Deputy, the State Board will appoint a Past State Deputy to complete the remainder of his term of office. The Past State Deputy so appointed shall not be eligible to seek election for the position at the next Convention.**

## **XI. VIOLATIONS.**

- a. If a candidate violates any of these rules, a formal complaint must be filed in writing to the Immediate Past State Deputy for investigation.**
- b. A violation review team consisting of the three most recent PSDs will review and investigate the complaint, including its validity.**
- c. If found guilty of violating these rules, the candidate's name will be removed from the ballot for the entire election. (All positions)**

**Appendix A: Ontario State Board Election - Candidate Information Sheet**  
**Annexe A: Conseil d'Etat de l'Ontario – Feuille de Renseignements sur les Candidats/Candidates**

<b>PHOTO</b> (Photo must fit in this space)	<b>NAME/NOM:</b>			
	<b>COUNCIL NAME NOM DU CONSEIL:</b>			
	<b>COUNCIL NUMBER No DU CONSEIL</b>			
	<b>LOCATION/VILLE</b>			
	<b>DISTRICT</b>			
	<b>INSURANCE MEMBER? MEMBRE ASSURÉ?</b>	<input type="checkbox"/> <b>YES/OUI</b> <input type="checkbox"/> <b>NO/NON</b>	<b>WHEN DID YOU JOIN? QUAND VOUS AFFILIER ?</b>	

Using the space provided below please complete the appropriate section using the following headings: **Work History, Goals, Reason(s) for running in election, and Community Involvement**. Information received in any other format will not be included in the election package. We are using a standard format for each candidate.

Veillez utiliser l'espace disponible ci-dessous pour compléter la section appropriée en utilisant les titres suivants: **Sommaire professionnel, Buts, Raison(s) de votre participation à l'élection, et vos Activités communautaires**. Les renseignements reçus dans tout autre format ne seront pas inclus dans le paquet d'élection. Nous utilisons un format standard pour chaque candidat.

NOTE: Please return this form to the Ontario State Office by **APRIL 1**  
 NOTE: Envoyer au: Bureau d'État de l'Ontario Chevaliers de Colomb **au plus tard le 1er avril**  
 (Ontario State Office, Knights of Columbus/Bureau d'État de l'Ontario Chevaliers de Colomb), 393 Rymal Rd West, Suite 201,  
 Hamilton, ON L9B 1V2, Fax (905) 388-8738 , Email: [stateoffice@ontariokofc.ca](mailto:stateoffice@ontariokofc.ca)