

# **PIERS ISLAND IMPROVEMENT DISTRICT**

## **PIID Trustee Nomination Process Policy**

*This policy outlines how the PIID accepts and disseminates nominations for the position of PIID Trustee.*

1. One month prior to the election of Trustees at the PIID Annual General Meeting (AGM), the Trustees will send out a call for nominations for the position of Trustee. Any candidate will have the option of announcing their candidacy in this first call. (See Appendix A for wording.)
2. Two weeks prior to the election of Trustees at the PIID AGM, the Trustees will send out a second call for nominations for the position of Trustee. Any candidate will have the option of announcing their candidacy in this second call. (See Appendix B for wording.)
3. The Trustees will inform all landowners standing for election as Trustee that they must be:
  - A Canadian citizen,
  - A PIID landowner,
  - 18 years or older,
  - A BC resident for the six months prior to the election.
4. At no time will the Trustees use their position as a serving Trustee, or the platform of the PIID, to presume to endorse or decline a candidate.
5. A Trustee, as a landowner and acting separately from the PIID, is free to approach another legible landowner to stand for election for the position of Trustee.
6. At no time will a Trustee do anything to “screen” a candidate for the position of Trustee.
7. All landowners will be given the choice of announcing their nomination or candidacy by:
  - Sending written notice of their nomination or candidacy to the PIID board at [piid@piersisland.ca](mailto:piid@piersisland.ca) prior to the AGM and/or,
  - Nominating from the floor at the AGM.
8. All nominations received by the Trustees will be:
  - Read aloud by the Returning Officer at the AGM.
  - Given the choice of requesting the PIID Secretary to send an email announcement to all landowners prior to the AGM.
9. All nominators or candidates requesting the PIID Secretary to send an email announcement will provide their request in writing, including: the nominators full name and contact information; and their candidate’s full name, lot number, phone number and email address.
10. All nominators or candidates will have the choice of providing a candidate biography to accompany a candidacy announcement via the PIID platform. The biography will be sent as an attachment to the PIID email announcement.

## **Appendix A**

*Hello Piers Islanders,*

*In anticipation of the upcoming PIID Annual General Meeting, the term of PIID Trustee, XXX, has come to an end, having completed his/her three-year term. Therefore, the Trustees invite you to consider putting your name forward as a candidate for the Trustee position of the Piers Island Improvement District.*

*In addition to your role as Trustee, you will have responsibility for any **one** of the three portfolios within the improvement district; Buildings and Land Improvements, Volunteer Fire Department, or Water System. These roles are assigned by the Trustees at the Trustees' Transition Meeting held within one month after the AGM.*

*We have currently received interest in the Trustee vacancy from the following landowners: XXX, XXX.*

*If you are interested in putting your name forward or would like more information about the portfolios, please contact any one of the Trustees:*

*XXX / Buildings and Land Improvements*

*contact information*

*XXX / Piers Island Volunteer Fire Department*

*contact information*

*XXX / Water System*

*contact information*

## **Appendix B**

*Hello Piers Islanders,*

*In continuing anticipation of the upcoming PIID Annual General Meeting, DATE, the Trustees are again inviting you to consider putting your name forward as a candidate for the Trustee position of the Piers Island Improvement District.*

*We have currently received interest from the following landowners: XXX, XXX.*

*If you are interested in putting your name forward or would like more information about the portfolios, please contact any one of the Trustees:*

*XXX / Buildings and Land Improvements*

*contact information*

*XXX / Piers Island Volunteer Fire Department*

*contact information*

*XXX / Water System*

*contact information*