



May 24, 2023

TO: UBCM Members  
**ATTN: ELECTED OFFICIALS**

FROM: Councillor Laurey-Anne Roodenburg  
Chair, UBCM Nominating Committee

**RE: Call for Nominations for UBCM Executive**

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UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Monday July 31, 2023 at 4:00 pm**.

## **1. Positions Open to Nomination**

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

The Nomination and Consent Form is attached as Appendix A. Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

## **2. Qualifications for Office**

Each candidate must be an elected official from a UBCM member local government or First Nation.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

### 3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government/First Nation, using the attached nomination and consent form.

The Nominating Committee reviews the qualifications of each candidate. The members of the 2023 Nominating Committee are:

- Councillor Laurey-Anne Roodenburg, Immediate Past President, UBCM, Chair
- Director Steve Forseth, North Central Local Government Association
- Councillor Aimee Grice, Southern Interior Local Government Association
- Councillor Keith Page, Association of Kootenay & Boundary Local Governments
- Councillor Patricia Ross, Lower Mainland Local Government Association
- Director Penny Cote, Association of Vancouver Island & Coastal Communities

### 4. Advance Nominations / Nominating Committee Report / Candidate Video Messages

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Monday July 31<sup>st</sup> at 4:00 pm.**

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

As well, candidates meeting the advance nominations deadline will have the opportunity to submit a pre-recorded 2-minute video message that will be uploaded to the Convention website for viewing by Convention delegates. The parameters for video messages are as follows:

- ✓ Maximum length 2 minutes (time limit strictly adhered to)
- ✓ Shot in landscape format (versus portrait)
- ✓ No testimonials, only the candidate can speak in the video message
- ✓ Shot indoors or outdoors, props permitted
- ✓ The file size needs to be less than 100mb

### 5. Nominations Off the Floor

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Convention Program for these times.

As with advance nominations, a candidate must be nominated by two elected officials from a UBCM member local government/First Nation.

All candidates, advance and off the floor, who are not acclaimed will have an opportunity to

make a candidate speech during the designated time noted within the Convention program prior to the elections process.

## **6. Further Information**

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention and Resolutions > Nominations & Elections.

Inquiries about the UBCM Executive nominations process should be directed to:

Councillor Laurey-Anne Roodenburg  
Chair, Nominating Committee  
60-10551 Shellbridge Way  
Richmond, BC V6X 2W9

Chair email: [l\\_roodenburg@yahoo.ca](mailto:l_roodenburg@yahoo.ca)  
Chair cell: 250.255.5394

### **UBCM Contact:**

Marie Crawford  
General Manager, Richmond Operations

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