

## **VOTING PROCEDURES FOR IWA OFFICERS**

**(Approved by Board of Directors on 13 Jan 2021, Revised on 8 Dec 2021)**

These detailed procedures add specificity to the provisions in the IWA Articles of Association and Bylaws.

- I. The election of IWA Officers (President, Senior Vice-President, and Vice-President) will be conducted by secret ballot (whether the ballot is paper or electronic) at the appropriate Governing Assembly meeting. The voting will occur in real-time by individuals present at the meeting, supplemented by proxy votes from those unable to attend the meeting. Or in circumstances when in person voting at a meeting is not possible, voting will take place by electronic poll in advance of the meeting.
- II. Preferential voting will be used in elections for IWA Officers whenever there are more than two candidates for a single position, or whenever there are multiple positions to be filled for the same office, such as typically occurs when selecting two candidates for Vice-President from among three (or more) nominees. Wherever possible, elections should result in the winning candidate (or candidates for certain elections as described below) receiving a majority of the valid votes cast. Depending upon the number of candidates on the ballot, this may result either by receiving a majority of single-choice ballots or by preferential voting as a result of receiving a majority of the remaining votes by having the second-preference votes of eliminated candidates added to their first-preference votes (recalculation of votes). Where multiple candidates for the same office are to be selected, a majority shall consist of more than half of the total number of ballots that remain valid at that step in the elimination process.
- III. The preferential voting method that will be used under these procedures is known as the instant run-off method.
  - a. The preferential ballot shall afford the voter an opportunity to rank the candidates in order of preference. After the initial vote, if a candidate receives a majority of the first- preference votes cast, then that candidate shall be declared elected. If no candidate receives a majority of the first-preference votes cast, the candidate with the fewest number of first-preference votes is eliminated. The eliminated candidate's second-preference votes (i.e. the second-preference votes of those who cast their first-preference vote for the eliminated candidate) are redistributed to the remaining unelected candidates. When recalculating vote totals following the elimination of a candidate, those ballots on which no preference is indicated for any of the remaining candidates shall be deemed invalid in that and any subsequent rounds. In each of those rounds, a majority shall consist of a majority of the number of valid ballots that remain at that step in the elimination process. This procedure continues until a candidate receives a majority of the votes.

- b. If there are multiple positions for the same office to be filled and only one candidate receives a majority of first-preference votes cast, then the candidate receiving the majority shall be declared elected. The elected candidate's second-preference votes are redistributed to the remaining unelected candidates. Additionally (or if no candidate receives a majority of first-preference votes cast), the candidate with the fewest first-preference votes is eliminated from further consideration; the second-preference votes of the eliminated candidate are redistributed to the remaining unelected candidates. The procedure continues until one candidate receives a majority. When a candidate receives a majority and is declared elected, the elected candidate's second-preference votes are redistributed to the remaining unelected candidates. After the second-preference votes are redistributed and no remaining candidate receives a majority, then the candidate with the lowest number of votes is eliminated and the eliminated candidate's second-preference votes are redistributed to the remaining unelected candidates. The process is repeated until the number of elected candidates equals the number of positions available.
- c. When recalculating vote totals following the elimination of a candidate, those ballots on which no distinct preference is indicated for any of the remaining candidates shall be deemed invalid for this and any subsequent candidate elimination rounds.
- d. Preferential voting as described in these procedures shall be used whether the ballot is paper or electronic. Hand-marked (or paper) ballots will be counted only if the voter's intent to vote in favour of a particular candidate or candidates can be reasonably determined from the marking(s) on the ballot. All valid votes are tallied. Where a determination of intent is needed, it will be made by the Chair of the Governance and Nominations Committee or his or her designee.
- e. In the event of a tie for last place in the first round (i.e. two candidates have the same number of first preference votes), the candidate with the fewest second choice preferences will be eliminated and their second preference votes will be redistributed. In the event of a tie for last place in the second or succeeding rounds, the candidate with the lowest first round preference votes is eliminated. The eliminated candidate's second preference votes are redistributed in the next round. If the two candidates that are tied are not in last place, then the candidate with the lowest vote total in that round will be eliminated. The eliminated candidate's second preference votes are redistributed in the next round. In the event of a tie in the final round, an opportunity will be given for any candidate(s) to withdraw, following which there will be a further ballot. In the event of another tie, the current President shall have a second or casting vote. The Constitution provides for the Senior Vice President to take over in the event of a conflict of interest or inability to do so.

#### IV. President-Elect

- a. When there is only one candidate for the position of President a single choice ballot shall be used. To be elected as President, the candidate must receive a majority of votes in favour of their election. If the candidate does not

receive the required majority, the candidate will not be appointed, and a new selection process shall be initiated with a fresh call for nominations.

- b. When there are two candidates, a single-choice ballot shall be used, and the candidate receiving the greater number of votes shall be declared elected.
- c. When there are more than two candidates a preferential ballot shall be used as described above.

V. Vice-Presidents

- a. When there are only two candidates for the two positions, both candidates will be declared appointed, but a single-choice ballot shall be used and the candidate receiving the greater number of votes shall be declared elected as the senior Vice President.
- b. When there are three or more candidates, a preferential ballot shall be used as described above. However, the preferential voting method as described above continues so that the first candidate receives a majority of the votes and then the second candidate receives the next majority of the votes. The candidate who first receives a majority of the votes in any round of the vice presidential election shall be declared elected as the senior Vice President.

VI. A provisional electoral roll will be prepared and made available one calendar month before the date of the election. The electoral roll will contain the list of Members of the Governing Assembly - defined as the Officers (IWA President and 2 Vice-presidents), eligible Governing Members and their Nominated Voting Representative. To be eligible for the electoral roll the Governing Member must be a current financial Governing Member of IWA (i.e. must have paid membership fees before the finalisation of the electoral roll). The final electoral roll will be prepared and made available seven days before the date of the election. No additions will be eligible following publication of the final electoral roll.

VII. A list of all candidates properly nominated will be sent to each official representative of all eligible Governing Members at least one calendar month before the Governing Assembly Meeting. This will be the definitive list of candidates for election.

VIII. A series of virtual online hustings at different times of the day will be held in the week following the distribution of the list of properly nominated candidates (and at least two weeks before the relevant Governing Assembly) to allow the candidates to present themselves and address the Governing Members.

IX. Proxy voting is allowed for the election of officers. This is where eligible bodies or persons that are not able to attend an Annual General Meeting (which is part of the Governing Assembly Meeting) may express their voting intentions by directing their vote through another person eligible to attend the meeting. A form will be provided by IWA to all eligible voters on the electoral roll one month prior to the meeting. In

case of appointing a proxy, the sole responsibility of casting a vote will reside with the proxy. The intention to vote by proxy and the appointment of a proxy holder must be lodged with the Company (IWA) by returning a completed and signed proxy form no later than 48 hours before the start of the meeting.

- X. If paper ballots are used to conduct the voting, the counting of ballot papers will be by the Executive Director and other senior staff present, under the supervision of 2 scrutineers appointed by the Governing Assembly at the time. Once the voting has been closed, it will be announced and no additional votes allowed under any circumstances. The counting will take place in public in front of the Governing Assembly. The Executive Director shall announce the results of the ballots immediately.
  
- XI. If the voting is conducted by electronic poll in advance of the meeting, the vote will be administered by an independent third party to ensure confidentiality and voting will close 48 hours before the start of the meeting. The independent returning officer shall announce the results of the ballot at the appropriate time in the meeting.