

VOTE!

Mississauga Municipal By-Election
September 19, 2011
Councillor Ward 5



Office of the City Clerk – Nomination Day Procedures August 5, 2011 (9:00am- 2:00pm)

NOTICE TO ALL PROSPECTIVE & REGISTERED CANDIDATES

*PLEASE BE ADVISED THAT IN ACCORDANCE WITH **THE MUNICIPAL ELECTIONS ACT** NOMINATION DAY IS **FRIDAY AUGUST 5, 2011**. SUBMISSIONS OF NOMINATION AND WITHDRAWALS CLOSE AT EXACTLY **2:00PM**.*

General Information – Nomination Day

- All nominations and withdrawals must be submitted between 9:00 a.m. and 2:00 p.m. in the Office of the City Clerk, 2nd Floor, 300 City Centre Dr.
- To submit a nomination or withdrawal of nomination, a candidate must have submitted a nomination or withdrawal form, or be waiting in line to be processed, in the Office of the City Clerk, on or before 1:59:59 p.m. on August 5, 2011.
- The clock in the Office of the City Clerk is deemed to be the **official time clock** for submission of nominations and withdrawals.
- Candidates waiting in line will be served in order of the line.
- Due to the limited space in the reception area of the Clerk's Office, if space is required to accommodate CANDIDATES or AGENTS waiting to submit nominations or withdrawal of nominations, **ALL** persons **NOT** conducting election business, may be asked to leave the Clerk's Office reception area and wait outside the office.
- To save time and avoid delays please have all paperwork completed and appropriate documentation ready for processing.

NOTE: ALL CELL PHONES MUST BE TURNED OFF!

FOR ADDITIONAL INFORMATION PLEASE CALL THE ELECTION OFFICE

PRIOR TO NOMINATION DAY at 905-615-3200 X3354

Submissions

Nominations or Withdrawals may be filed in the Office of the City Clerk in person (BY CANDIDATE) or by an authorized agent.

Filing by Candidate (In- Person)

A) *The filing of a Nomination shall;*

- be in the prescribed form (*Nomination Form - EL 1*).
- be accompanied by a declaration of qualification in the prescribed form.
- signed in the presence of the Clerk or Commissioner by the person being nominated (candidate).
- be accompanied by the prescribed filing fee.

IDENTIFICATION WILL BE REQUIRED

Method of Payment: cash, debit, credit card, money order, certified cheque. NO PERSONAL CHEQUES

B) *The filing of a Withdrawal of Nomination shall;*

- be done in writing (*Withdrawal of Nomination Form - EL 19*).
- the form (EL19) must be signed in the presence of the Clerk or Commissioner.

IDENTIFICATION WILL BE REQUIRED

Nomination Form -EL1 & Withdrawal of Nomination Form - EL19 forms can be obtained in the Office of the City Clerk or online at www.mississaugavotes.ca

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Filing by Authorized Agent
(In the absence of the Candidate)

A) *The filing of a Nomination shall;*

- be in the prescribed form (*Nomination Form – EL1*).
- be accompanied by a declaration of qualification in the prescribed form.
- **the candidate must ensure that the *Nomination Form - EL1* is declared and signed in the presence of a Commissioner appointed under the *Commissioner of Oaths Act*.**
- be accompanied by the prescribed filing fee.

THE AGENT MUST PROVIDE HIS/HER IDENTIFICATION AND SIGN A DECLARATION.

Method of Payment: cash, debit, credit card, money order, certified cheque. NO PERSONAL CHEQUES

B) *The filing of a Withdrawal of Nomination shall;*

- in writing by completing Withdrawal of Nomination Form - EL19.
- **the candidate must ensure that the *Withdrawal of Nomination Form - EL 19* is declared and signed in the presence of a Commissioner appointed under the *Commissioner of Oaths Act*.**

THE AGENT MUST PROVIDE HIS/HER IDENTIFICATION AND SIGN A DECLARATION.

Nomination Form -EL 1 & Withdrawal of Nomination Form -EL 19 can be obtained in the Office of the City Clerk or online at www.mississaugavotes.ca

If Nomination form or Withdrawal of Nomination form which is being submitted by a candidates' agent is NOT properly commissioned, form(s) will NOT be accepted by the Clerk.

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PRIOR TO NOMINATION DAY at 905-615-3200 X3354**

Nomination Day Check List

- Nominations CLOSE on FRIDAY AUGUST 5, 2011 at exactly 2:00 p.m.
- Obtain the required forms prior to Nomination Day
- Complete paperwork
- Bring ID
- Bring prescribed filing fee (no personal cheques)
- If submitting via agent, have documentation Commissioned by a Commissioner of Oaths
- Have agent bring his/her ID

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