

Please read the information in this memo carefully; it provides important information for all candidates (both acclaimed and those running in an election) on the election process, campaigning, and Board-related matters that occur following the election at the AMO Annual Conference in August.

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Election Oversight and Contact Information

The AMO Board of Directors election is coordinated by AMO staff and overseen by the City of Brampton Clerk's Office. The City of Brampton Clerk is the appointed Chief Returning Officer (CRO).

Should you have any questions regarding the information in this document, please contact:

- William Gardiner, Program Administrator, AMO, WGardiner@amo.on.ca;
- Genevieve Scharback, Chief Returning Officer/Clerk, City of Brampton, Genevieve.scharback@brampton.ca;
- Adam Garcia, Manager, Executive Office, AMO, agarcia@amo.on.ca.

Election Process

Withdrawal of Nomination

Candidates may withdraw their nomination by notifying amoelections@amo.on.ca and the CRO (Genevieve.scharback@brampton.ca), no later than Friday, August 7, 2026, at 12:00 p.m. (ET).

Candidates' Meeting

The CRO will hold a second Candidates' Meeting on Monday, August 17, 2026 at 10:15 a.m. in the Trillium Ballroom (4th floor), Rogers Centre, Ottawa. The CRO will review election and campaign processes at this meeting.

Candidates who did not pick up their candidate ribbon for their delegate badge at registration will receive it at the end of this session.

Caucus Lunches

- Caucus lunch room locations will be announced early August.
- Monday morning plenary content ends at 11:45 a.m. and caucus lunches begin at 12:00 p.m.
- AMO staff chair these lunches. Please check-in with them and find a place to sit close to the stage. The lunches are sponsored sessions and begin with 15 minutes allocated to the sponsor.
- The order of candidate speeches will be alphabetical by last name, which is also the order listed on the ballot.
- Where possible, please queue yourselves up to help move the speeches along smoothly.
- AMO staff will stop you at 2 minutes.

Voting Period

Eligible voters may vote from 12:00 p.m. to 5:30 p.m. on Monday, August 17, and from 8:00 a.m. to 12:00 p.m. on Tuesday, August 18, 2026. Voting is conducted in person in the Parliament Foyer, Rogers Centre, Ottawa (outside the Plenary Hall).

Voting Eligibility

Voting delegates are elected officials from AMO member municipalities in good standing who are registered as 2026 AMO Annual Conference delegates. Voting delegates may only vote in the caucus for which they are registered. Caucus affiliation can be found on delegate badges.

The deadline for delegates to change their caucus affiliation is Friday, July 31, 2026.

Changes must be submitted in writing to events@amo.on.ca.

Scrutineering

Candidates or their designated scrutineers (but not both) are permitted to be present at the close of voting each day and when results are tabulated. A vote tabulator is used to count the votes so there is no opportunity for candidates/scrutineers to comment on the validity of marked ballots. Any candidate/scrutineer who is present at the close of voting may remain at the voting location to observe the results process.

Process for a Tied Vote

In the event of a tie vote, the results are produced a second time. Any candidate or their scrutineer (but not both) may be present for the second printing of the results. If the second set of results reflects the same numbers, the name of the elected candidate will be drawn by lot.

Elections Results

The CRO will announce the results of the election on Tuesday, August 18, 2026, during a break in the afternoon main stage programming in the Plenary Hall.

Campaigning

Reimbursement of Campaign Expenses

AMO does not reimburse any expenses incurred by candidates for the creation or distribution of campaign materials.

Posting Information on the Conference App

All candidates (both those running for election and those acclaimed) are invited to submit a brief biography and headshot for inclusion on the List of Certified Candidates and the AMO Conference app. Biographies should be no more than 200 words. Submissions must be received by July 15, 2026, and should be sent to elections@amo.on.ca.

Pre-conference Distribution List

Candidates may request a list of voting delegates for their office's election for pre-conference campaigning. The list includes each voting delegate's name, position, address, and email address, where available.

The final day for requesting a voting delegate list is Friday, August 7, 2026.

Requests must be sent to amo@amo.on.ca with the attached form.

Addressing the Delegates

Candidates for Caucus Director will have an opportunity to deliver 2-minute remarks to delegates during their Caucus lunch on Monday, August 17, 2026, from 12:00 p.m. to 1:00 p.m. Please refer to the AMO Conference app for the assigned room. Acclaimed candidates do not have the opportunity to address the delegates.

Candidates are asked to attend their assigned caucus room for lunch, where they will be met by an AMO staff member who will chair the session. Please ensure that your speech does not exceed the 2-minute time limit, as the session Chair will be required to cut off the speaker when the time limit is exceeded.

Distribution of Election Material during the Conference

The Rogers Centre and Westin Hotel do not allow material or signs to be posted on walls or fixtures. The designated area for posting campaign material is on the Campaign Boards located in the Registration Area of the Parliament Foyer, Rogers Centre (outside of the Plenary Hall).

Campaign materials may be distributed by hand to delegates by any candidate or a candidate's election team. Campaign literature shall not exceed 11" x 17". Use of AMO branding is not permitted.

To reduce waste and the burden on venue staff, candidates may not leave campaign material on chairs or tables in either the Plenary Hall or workshop rooms. Any materials left on chairs or tables will be removed by venue staff. Campaigning is not permitted near elevators or escalators.

Incoming Board Matters

Board of Directors Meeting

A meeting of the Board of Directors will be held on Wednesday, August 19, 2026, at 11:30 a.m. in the Westin Hotel, Ottawa, for all 2026-2028 Board members. The room assignment will be provided to the incoming Board in advance of the meeting. At this meeting, the Board will approve new signing authorities, request Board members to sign the Board Code of Conduct, and request Caucuses to elect a Caucus Chair.

Board of Directors Orientation & First Meeting

A formal orientation for all Board members will be held as part of the Committee of the Whole meeting on Thursday, September 24, 2026, 5:00 p.m. to 8:00 p.m. Participation is available in-person and virtually. Dinner will be provided for in-person attendees beginning at 6:00 p.m. The first Board meeting will occur on Friday, September 25, 2026, at 9:00 a.m. at the AMO Office in Toronto, with participation available in-person or virtual.