



Date: November 4, 2021

To: Members of the Downtown CBS Business Improvement Association (BIA)

Re: Election of six (6) Board of Management Positions

Nominations are currently being accepted to fill six (6) positions on the Downtown Conception Bay South Business Improvement Association Board of Management. The terms for these positions are as follows:

- One (1) position with a term to end on December 31, 2022
- Five (5) positions with terms to end on December 31, 2023

Nominations will close on Thursday, November 25th, 2021 at 4:00 PM.

Subsequent to the close of nominations, and provided nominations exceed the number of vacant positions (six) on the Board, details regarding an election will be provided as necessary.

ELIGIBILITY CRITERIA (Excerpt from BIA Regulations Section 6)

To be eligible for election to the Board, a person must be at least nineteen (19) years of age, must have paid to date all levies assessed in accordance with Section 16 and must be:

- (i) A person carrying on a business within the Area; or
- (ii) A designated representative of a person, company, corporation, firm, group, organization or other similar body carrying on a business within the Area.

To be eligible to vote for the election of Board members, a person must have paid to date all levies assessed in accordance with Section 16 and must be:

- (i) A person carrying on a business, trade, or profession within the Area;
- (ii) A designated representative of a person, company, corporation, firm, group, organization or other similar body carrying on a business within the Area;
- (iii) Registered with the Town of Conception Bay South as an operating business;
- (iv) A current member of the Conception Bay Area Chamber of Commerce.

Each person, company, corporation, firm, group, organization or other similar body within the Improvement Association Area shall have one vote only and for the purpose of exercising this vote shall have only one designated representative for each body.

NOMINATION PROCEDURE

Subject to meeting the eligibility requirements, nominations will be received by Downtown CBS up to 4:00 pm on Thursday, November 25, 2021. Nominations can be e-mailed to hello@downtowncbs.com. Please use the subject line "Downtown CBS Board Nomination"

Should you wish to consider seeking a position on the Board, please fill out the appropriate nomination form as per the following instructions:

Complete Section (B) and have it signed by two BIA members, eligible under Section 6b of the Regulation.

You will be required to provide a BIA Business Levy Clearance Letter at the same time as you file your nomination papers. In order to obtain the letter, you must have paid all outstanding levies in accordance with Section 16 of the BIA Regulations. Please call the Finance Department at 834-6500 ext. 201 to ensure your letter is ready for pickup.

The new Board members will officially take office following the first public Town Council meeting following either:

- a. The close of nominations, if nominations do not outnumber vacant seats; or
- b. The election of officers, if required

For more information, please contact Lorraine Ennis, Executive Director for Downtown CBS, at (709) 986-2856 or hello@downtowncbs.com.

**DOWNTOWN CONCEPTION BAY SOUTH BUSINESS IMPROVEMENT ASSOCIATION
BOARD OF MANAGEMENT - ELECTION 2021**

NOMINATION PAPER AND DECLARATION OF QUALIFICATIONS OF CANDIDATE

(A) DECLARATION OF QUALIFICATIONS OF CANDIDATE:

I, _____, a candidate for a member of the Conception Bay South Business Improvement Association Board of Management, declare that:

- (a) I am at least 19 years of age.
- (b) I am a person carrying on a business within the Area and assessed for BIA Business Levy.
- (c) I am a designated representative of a person, company, corporation, firm, group, organization or other similar body carrying on a business within the Area and assessed for BIA Business Levy.
- (d) I, or my firm, etc. is in good standing in the BIA at the filing of this nomination paper.

Declared before me at _____ on this _____ day of _____, 2021

Witness

Candidate

(B) NOMINATION OF CANDIDATE:

We, the undersigned electors of the designated Conception Bay South Business Improvement Association do hereby nominate:

(full name of candidate)

of _____ **(name of company, group, person)**

a bona fide member of the Conception Bay South BIA as a candidate at the election now pending for the Board of Management.

Signature of Elector 1

Signature of Elector 2

I, the said _____, nominated in the foregoing nomination paper, hereby

Candidate's Name

consent to such nomination, and name my business and address as:

Business

Address

Signed before me at _____ on this _____ day of _____, 2021.