

## Process to fill a vacant Tenant Council Member position

- 1) In buildings and townhouse communities with vacancies:
  - Communications materials (i.e. posters, website) are distributed to announce vacant positions, including:
    - Instructions on how to apply
    - Deadline to submit the Tenant Council Nomination Form
  - Tenants submit the **Tenant Council Nomination Form** to their region's **Tenant Participation Coordinator (TPC)** by the posted deadline.
  - To ensure equitable access, tenants may request assistance from TPCs in completing nomination forms.
- 2) Nominee review:
  - Staff confirm nominee eligibility and contact seconders.
  - A list of eligible nominees is shared with Council Members.
- 3) At Tenant Council Meeting

### **Scenario A: Only One Eligible Nominee**

- Co-Chair(s) announce the vacancy and outline the process.
- The nominee is appointed by acclamation (no vote required).
- Appointment is announced and posted publicly.

### **Scenario B: Two or More Eligible Nominees**

- Co-Chair(s) announce the vacancy and outline the process.
- Each nominee gives a brief (2–3 minute) presentation.
- Council members vote by secret ballot to ensure fairness.
- The nominee with the majority vote is appointed.
- Appointment is announced and posted publicly.

- 4) Appointment and announcement
  - The successful Council Members are announced at the meeting.
  - Results are posted in the community and on the Toronto Community Housing website.