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General Information

The Rural Ontario Municipal Association (ROMA) is the rural voice of the Association of Municipalities of Ontario (AMO). ROMA provides leadership on rural municipal issues through policy development, research, and advocacy.

This guide provides information for individuals interested in standing for election as a Zone Representative on the ROMA Board of Directors, including eligibility requirements, nomination procedures, election processes, and campaign guidelines.

For questions regarding the ROMA Board Election, please contact romaelections@roma.on.ca or Adam Garcia, Manager, Executive Office, agarcia@amo.on.ca.

Key Election Information

Election Oversight

ROMA Board elections are coordinated by AMO staff and overseen and administered by the City of Brampton Clerk's Office. The City of Brampton Clerk is the appointed Returning Officer.

AMO staff are responsible for elections communications to ROMA members and providing information to certified candidates.

The Returning Officer and their team are responsible for reviewing and certifying candidate nominations, reviewing communications materials provided to candidates regarding campaigning, and administering voting, tabulating ballots, and announcing results.

Election Overview

Nomination Period	Tuesday, October 20, 2026 – Wednesday, December 23, 2026, 12:00 p.m.
Nomination Report	By Friday, January 8, 2027, 12:00 p.m.
Last Day to Withdraw	Friday, January 8, 2027, 12:00 p.m.
Election Dates	Monday, January 25, 2027
Location	Sheraton Centre Hotel 123 Queen St. W. Toronto, ON M5H 2M9
Voting Hours	10:00 a.m. – 3:00 p.m.
Voting Location	Grand Ballroom Foyer (Lower Level), Sheraton Centre Hotel
Offices to be Elected (subject to withdrawals and acclamations)	Zone Representatives (1-10)
Results	Monday, January 25, 2027, following close of polls
Announcement of Results	Monday, January 25, 2027, afternoon

Candidates' Meeting

The Returning Officer will hold a virtual Candidates' Meeting on Tuesday, January 5, 2027 12:00 - 1:00 p.m. Candidates will receive an invitation with virtual meeting details following the close of nominations. The Returning Officer will review election and campaign processes at this meeting.

Offices Open for Election

The offices open for nomination include one (1) representative from each of the ten (10) designated ROMA zones.

For the purposes of ROMA, the Province of Ontario is divided into ten (10) membership zones, as determined by the ROMA Board and ratified by the members of ROMA. Each Zone is described by the upper tier, single tier, and Northern districts that form a contiguous boundary, and includes all municipalities (lower-tier, single, and separated) within the same geographic boundaries. See [ROMA Zone map](#).

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Zone 1	Municipality of Chatham-Kent, Elgin County, Essex County, Lambton County, Middlesex County
Zone 2	Bruce County, Grey County, Huron County, Perth County, Wellington County, Region of Waterloo
Zone 3	County of Brant, Haldimand County, City of Hamilton, Niagara Region, Norfolk County, Oxford County
Zone 4	Dufferin County, Halton Region, Peel Region, Simcoe County, York Region
Zone 5	Durham Region, Haliburton County, City of Kawartha Lakes, District of Muskoka, Northumberland County, Peterborough County
Zone 6	Frontenac County, Hastings County, Lennox and Addington, Prince Edward County, Renfrew County
Zone 7	Leeds & Grenville, Stormont, Dundas, and Glengarry
Zone 8	Lanark County, City of Ottawa, United Counties of Prescott and Russell
Zone 9	Algoma District, Cochrane District, City of Greater Sudbury, Manitoulin District, Nipissing District, Parry Sound District, Sudbury District, Timiskaming District
Zone 10	District of Kenora, Rainy River District, Thunder Bay District

Eligibility

To run for a position on the ROMA Board of Directors, you must be an elected official of an AMO member municipality in good standing. Directors shall also:

- Be an individual of eighteen (18) or more years of age;
- Not have the status of bankrupt;
- Not have been found under the Substitute Decisions Act, 1992 or under the Mental Health Act, 1990 to be incapable of managing property; and

- Not have been found to be incapable by any court in Canada or elsewhere.

Role Description

ROMA is the rural section of the Association of Municipalities of Ontario. ROMA Members are any AMO member municipality that is rural or partially rural.

ROMA is guided by a [constitution](#) that establishes the rules and procedures for its conduct and operation. As the rural section of AMO, AMO's By-law and code of conduct also apply.

The ROMA Board is comprised of:

- Ten (10) Zone representatives, elected every four years
- Five (5) members of the AMO Board of Directors, Rural Caucus

Officers are elected from amongst the members of the ROMA Board: a Chair, 1st Vice-Chair, and 2nd Vice-Chair. Elections for officer positions are held every two years.

The Chair of the ROMA Board presides over meetings of the delegates and the Board when present. The Chair is also responsible for providing leadership and oversight for the management and administration of the Board's affairs.

The ROMA Board of Directors has the authority to approve budgeted and other authorized expenditures necessary to conduct its business and advance the interests of rural municipalities. The Board may also enter into agreements for special projects, provided such commitments are within approved fiscal parameters.

Time Commitment

ROMA Board meetings are held eight times per year. The August meeting is held at the AMO Conference. In addition, Board members may serve on sub-committees from time to time or asked to be a ROMA representative on others' committees. Time for this will vary with the activity. The ROMA Board also participates in ROMA Annual Conferences typically held in January of each year.

Expenses

Normally, ROMA will reimburse reasonable expenses associated with participation in ROMA Board meetings according to its expense reimbursement policy. The expense reimbursement policy is subject to review and changes on a regular basis. Candidates may wish to request approval from their municipality to cover any potential expenses associated with ROMA duties, including local zone travel or additional events and conferences.

Nominations

To file your nomination for certification, you must submit:

- A completed Nomination Form
- A resolution of your municipal Council or Committee of the Whole supporting your nomination

You may also choose to submit:

- A headshot and 150 word biography which will be used on the ROMA conference

website and the ROMA conference app for conference delegates.

ROMA's Returning Officer, Genevieve Scharback, City of Brampton, will review and certify the nomination. A Nominations Report will be issued to the membership in advance of the conference. Information regarding the elections process will be sent at that time.

When reviewing nominations, the Returning Officer will ensure the following:

- The candidate's name on the nomination form matches the name on the resolution
- The resolution notes the ROMA Zone in which the candidate is nominated.
- Resolutions are signed, dated, and on municipal letterhead

Sample Council Resolution

Be it resolved that the Council for <*Municipality's legal name*> endorses <*Candidate's name & title*> for the position of ROMA Zone <*insert zone number*> Representative for the 2027 – 2031 ROMA Board of Directors.

Additional wording can be included in the motion if required by the nominating Council (e.g. authorization to reimburse expenses, if elected).

Deadline to File your Nomination

The nomination period begins on Tuesday, October 20, 2026, and ends Wednesday, December 23, 2026 at 12:00 p.m. (ET). Late submissions will not be accepted.

All nomination documents must be submitted completely and accurately by the submission deadline. There is no opportunity to correct errors or submit missing documents after the deadline. We encourage candidates to submit their documents well in advance of the deadline so that they may correct any errors identified by the Returning Officer before the deadline.

How to File your Nomination

You must file your Nomination Form and supporting resolution via email: romaelections@roma.on.ca. You will receive a confirmation of your submission.

Acclamations and Vacancies After the Deadline

If there is only one certified candidate running for an office on December 23, 2026, at 12:00 p.m. (ET), that candidate will be declared elected by acclamation.

Where an office to be elected has no certified candidates after December 23, 2026, at 12:00 p.m., these offices shall be filled by appointment as determined by the ROMA Board of Directors from among the members of the Zone in which the vacancy occurs.

List of Certified Candidates

The Returning Officer reviews each nomination package for accuracy and completeness. Candidates are certified when they are deemed eligible, and their name will be added to the List of Certified Candidates on ROMA's website.

A Nominations Report containing the complete list of certified candidates will be circulated to ROMA members in advance of the conference, no later than Friday, January 8, 2027.

Withdrawal of Nomination

Candidates may withdraw their nomination by notifying romaelections@amo.on.ca and the Returning Officer (genevieve.scharback@brampton.ca), no later than Friday, January 8, 2027, 12:00 p.m.

Election Processes

Voting Eligibility

A voting delegate must be a municipal elected official from an AMO member municipality in good standing, or a member of the ROMA Board, and must be registered as a delegate for the 2027 ROMA Conference. Voting delegates may vote only for candidates in their own zone. Proxy voting is not permitted.

Voting Process

Voting is conducted in person at the ROMA Annual Conference, on Monday, January 25, 2027. Voting is conducted by paper ballot with electronic tabulation. Delegates must present a valid delegate badge at the poll to receive and cast a ballot.

Results

Election results are announced on Monday, January 25, 2027 during the afternoon session in the Plenary Hall.

Campaigning

It is the responsibility of each candidate to provide voting delegates with campaign material and contact information, if they wish to do so. ROMA does not reimburse any expenses incurred by candidates for the creation or distribution of campaign materials.

Distribution of Campaign Material prior to and during the Conference

The information below is provided for the purpose of understanding the election and campaign process. Further campaign rules are provided to all candidates after the close of nominations and are subject to specification and clarification by the Returning Officer.

- AMO staff will advise candidates of the timeline and method to obtain a copy of their Zone's list of voting delegates. Voter lists will be provided electronically only. These lists are only provided to candidates in contested elections and voter lists will not be provided until after nominations have closed and the Nominations Report is published.
- AMO staff will provide candidates with a candidate ribbon upon checking-in at the registration booth. The ribbon can be attached to the delegate badge.
- Only campaign literature may be handed out. No other campaign material is permitted, including but not limited to coasters, lanyards, t-shirts, pins, or mugs.
- Campaign literature shall not exceed 11" x 17" in size, and the use of AMO or ROMA branding is not permitted. The RO has final authority over the interpretation and enforcement of all campaign rules.
- A bulletin board or campaign literature shelf located in the registration area will be made available for candidates to post their campaign literature.
- No campaigning will be permitted near elevators or escalators. This is to allow for a free flow of delegates into the Plenary Hall and other rooms during the conference.

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- A candidate shall not engage in any campaigning within 10 metres of the polling location. No campaign materials or campaign-related items are permitted at a polling location.
- Candidates will be permitted to make remarks to voting delegates as part of the conference program. Remarks are permitted to 3 minutes maximum and will occur in alphabetical order by last name. AMO staff will moderate and administer candidate remarks.
- Negative campaigning shall not be permitted.