

**X****2015****BENCHER ELECTION**

Candidate Instructions

The 2015 Bencher Election will be conducted in accordance with the *Law Society Act* and By-Law 3 made pursuant to the *Law Society Act*. See By-Law 3 for complete details.

Nomination Form

1. All candidates for bencher must be nominated in accordance with sections 7 and 8 of By-Law 3.
2. Candidates must be nominated by completing the nomination form provided by the Law Society.
3. Candidates must be nominated by at least five (5) lawyer licensees whose licences are not suspended at the time of signing the candidate's nomination form. The nomination form must be completed and signed by all of the nominators.
4. Candidates must indicate their consent to the nomination by signing the nomination form.
5. Candidates must date the nomination form.
6. The Elections Officer of The Law Society of Upper Canada must receive the nomination form by **5:00 p.m. EST on February 13, 2015** at Osgoode Hall, 130 Queen Street West, Toronto, M5H 2N6. Nomination forms received after this time are invalid.
7. Original signed nomination forms should be mailed or delivered. However, they may also be faxed or electronically scanned and emailed. Forms may be faxed to 416-947-7623 and emailed to bencherelection@lsuc.on.ca. If faxed or electronically scanned copies of the nomination forms are submitted, the Elections Officer may request the original completed and signed nomination form.

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Voting Guide

The Law Society will produce a Voting Guide that will be available online to all voters throughout the election period. The Guide provides information about the candidates, including the name, photograph, biography and election statement of each candidate. This material can be submitted to the Law Society in two ways:

Submission using the Candidate Page Template

The Candidate Page Template is an electronic form that replicates the layout of the candidate page in the Voting Guide (see **the sample candidate page**) and is available at www.lsuc.on.ca/bencher-election-2015. Candidates may complete this Template with the required information, described below, and submit it **electronically** with their nomination form. Candidates are encouraged to use the Template.

Submission of Individual Files

Candidates who choose not to use the Candidate Page Template may submit the required material **electronically** in individual files described below. If material is submitted by this method, the Law Society will format the candidate page. All candidate pages will be formatted identically, in accordance with **the sample candidate page**. If you submit individual files, please **do not** format the page in accordance with the sample.

To ensure that your material is published in the Voting Guide, follow the instructions below:

1. Submit a colour photograph as an electronic file. The image size must be as follows: Width: minimum 1500 pixels [5 inches], Height: minimum 2100 pixels [7 inches], Horizontal/vertical resolution: 300 pixels. The image should be in jpg, tif or eps file format.
2. Submit a statement of **not more than** 120 words (approximately 25 lines when formatted), including headings, that sets out your biographical information.
3. Submit an election statement of **not more than** 350 words (approximately 35 lines when formatted) including headings.
4. Individual files for the biographical information and election statements must be submitted electronically in MSWord format. **Material in PDF format is not acceptable.**
5. The Candidate Page Template containing your biographical information and election statement or individual files comprised of the biographical information and election statement, together with the electronic photograph file must be sent by email to bencherelection@lsuc.on.ca or delivered by USB memory stick. Ensure that your name appears in all file names (surname – first name – doc.), including the photograph (surname – first name – jpg), as follows:
Smithjohnbio
Smithjohnstatement
Smithjohnphoto

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6. The Elections Officer of the Law Society must receive the Candidate Page Template or the individual files comprised of the biographical information and election statement, together with the electronic photograph file by **5:00 p.m. EST on February 13, 2015** at Osgoode Hall.
7. The Elections Officer shall not include in the Voting Guide any election statement that in his opinion may be libelous, may be in breach of the *Rules of Professional Conduct* or is in bad taste. The Elections Officer's ruling may be appealed to a committee of benchers.

Withdrawal

Candidates may withdraw by notifying the Elections Officer in writing within seven days after the close of nominations. Names of candidates who withdraw on or before 5:00 p.m. EST on February 20, 2015 will not appear on the ballot. Due to production deadlines, the names of candidates who withdraw after 5:00 p.m. on February 20, 2015 may appear on the ballot.

Questions

Contact the Office of the Elections Officer at 416-947-3404, 1-877-947-3404, or by email at bencherelection@lsuc.on.ca.