

2011 CAPS-ACÉAU HOST SCHOOL SELECTION PROCESS

The CAPS-ACÉAU 2011 Board of Directors would like to thank those who took part in our Conference Selection Enhancement Process Initiative (CSEPI). In acknowledgement of Canada's vast geography and uneven distribution of planning schools, it was identified as an important initiative to enhance the current host school selection process for bidding at the 2011 Conference in Waterloo.

The feedback during the consultation period offered the current Board a better understanding of the challenges facing the current selection process. Planning students and their various associations from across Canada were invited to share their views, experiences, preferences and opinions to improve the current process. The result is an enhanced conference selection process that thoroughly and thoughtfully accounts for the feedback received and is more reflective of the National dispersal of planning schools.

PREPARING AND PLACING A BID

Each school that wishes to place a bid to host the 2012 Conference must:

1. Notify the 2011 Board of Directors via email your *intention of placing a bid* to host the 2012 Conference. Your notification should clearly indicate the host school and your 2012 Board of Director Candidates including names and contact information for the positions of: President, Vice-President, Treasurer and Secretary. The notification of intention to bid must be sent to brad.bradford@caps-aceau.org no later than **January 21st 2011**, at midnight.
2. Prepare a *two-page proposal* (maximum) outlining your ideas and intentions for hosting the 2012 Conference to provide conference attendees with the opportunity to review your bid prior to the Annual General Meeting (AGM), February 5th, 2011. This proposal should accompany your intention to bid notification and must be sent to brad.bradford@caps-aceau.org no later than **January 21st 2011**, at midnight.
3. In addition to your *intention of placing a bid* notification and the *two-page proposal*, include a letter of support from your School Director. Please inform the School Director that along with your proposal, their letter will be published on the CAPS-ACÉAU website and distributed at the 2011 Conference in Waterloo. The letter of support must be sent to brad.bradford@caps-aceau.org no later than **January 21st 2011**, at midnight.
4. Prepare a 5-minute presentation to be delivered at the AGM February 5th 2011 from approximately 12pm-1pm. This presentation will provide the opportunity to convey your vision for the 2012 Conference to the voting attendees.
5. No school may host a conference in consecutive years.
6. Voting will take place at the AGM Saturday February 5th from 12pm-1pm. The 2012 Conference will be awarded to the bidding school receiving the most votes.
7. The 2012 host school will be announced after the closing keynote Saturday February 5th 2011.

2011 CAPS-ACÉAU VOTING PROTOCOL

The Voting Protocol is based on feedback from the CSEPI and will be strictly enforced.

1) Each student who wishes to vote must present his or her 2011 CAPS Conference delegate badge in order to receive an eligible ballot at the AGM on Saturday February 5th 2011.

2) Ballots will only be handed out at the beginning of the AGM. Students who enter after 12:15pm will not receive a ballot and will be ineligible to vote.

3) Students must be present for the duration of all presentations in order to vote.

4) Only one ballot per student.

5) Only students who are currently enrolled in school may vote.

6) Votes will be weighted in an effort to account for the varying number of planning schools and their national distribution. Weighted votes reflect the number of Canadian Institute of Planning (CIP) accredited planning schools in each Province and Territory:

Number of Planning Schools	Weight of Student's Vote
0-2	3
3-4	2
5+	1

Province	Weight of Student's Vote
British Columbia	2
Alberta	3
Saskatchewan	3
Manitoba	3
Ontario	1
Quebec	2
Nova Scotia	3

For example, a student's ballot from a British Columbia CIP accredited planning school is worth 2 votes for the host school of their choice (i.e. the vote cannot be split).

Weighted votes will change if a new school in that province receives CIP accreditation.

7) Ballots will be deposited into a sealed container, counted and verified by the CAPS 2011 Board of Directors. The bidding school with the most number of total votes will be awarded the 2012 Conference.

8) In the event of a tie vote, new ballots will be distributed according to the Voting Protocol where *voters will only cast their ballot for one of the tied schools*. Ballots will be deposited into a sealed container, counted and verified by the CAPS 2011 Board of Directors. The bidding school with the most number of total votes will be awarded the 2012 Conference.