



2017 MUNICIPAL ELECTIONS

GUIDE FOR THE WOMAN CANDIDAT



RÉSEAU DES
TABLES RÉGIONALES
DE GROUPES DE FEMMES
DU QUÉBEC



FÉDÉRATION
QUÉBÉCOISE DES
MUNICIPALITÉS

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This tool refers to the laws governing municipal elections, including the *Act Respecting Elections and Referendums in Municipalities* (ARERM) (updated January 1, 2017), which stipulates the legal requirements that must be respected. Any changes made to the Act after January 1, 2017, may result in changes to certain information, including dates related to the electoral calendar and financing rules. The guide is not a substitute for the legislation, but may aid with understanding.

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TYPICAL PROFILE OF A WOMAN CANDIDATE

Do I have the profile?

Women's and men's representation in municipal politics does not reflect their actual demographic weight. Women must be able to participate fully and actively in developing their municipalities and regions. The cities and villages of Québec need women's creativity and skills to confront 21st century challenges.

While there is no profile for the ideal woman candidate, here are some characteristics identified by women who are currently holding elected office.

- A sense of community and desire to respond to the majority's needs
- Leadership and the ability to bring people together
- Ability to relate easily to others
- Ability to quickly analyze a situation
- A good and empathetic listener
- A desire for engagement and team work
- Personal/professional credibility
- Have ideas, projects, or even ideals and know how to argue for them
- Have a vision of development for your community

You don't have all these qualities? Don't worry, you can learn and develop them over time. Have faith in yourself!

Keep this in mind!

You don't have to have a specific educational background or level of education to get into politics. Solid life experience and knowledge of your community are just as, if not more, important than diplomas and professional skills.

Still, you shouldn't underestimate the problems involved in running and in an election campaign: before becoming a good elected representative, you must be a good candidate! Regardless of the degree of responsibility of the office being sought, all candidates must possess certain kinds of knowledge and have a big store of determination.

did
you know
that...

In 2013,
78 municipalities
had no women on
their municipal council;
in 2009, women were
absent from
98 municipal
councils.



This **short test** will help you identify your strengths and the qualities and aptitudes you should improve to be **"the best possible candidate."**

The test is in two parts, each containing 20 questions. The first part is about your **civic involvement** and the second part is about **your personal qualities and aptitudes**. To answer positively, just mark an 'X' next to the question.

Civic Involvement

- 1 • Do you keep yourself informed about local issues? ☐
- 2 • Do you read newsletters and mail from your municipality or municipal councillor? ☐
- 3 • Do you know your councillor's name and his or her promises or program? ☐
- 4 • Have you ever closely followed an election campaign in your municipality? ☐
- 5 • Do you usually vote in elections? ☐
- 6 • Have you ever gone to a municipal council meeting? ☐
- 7 • Have you ever taken part in public consultations? ☐
- 8 • Have you ever taken part in meetings of community institutions or organizations? ☐
- 9 • Have you ever asked questions or expressed an opinion at one of these meetings? ☐
- 10 • Have you ever made a comment, either favourable or unfavourable to the mayor, your councillor, a member of the parents committee, your school board representative, or your provincial or federal member of parliament? ☐
- 11 • Have you ever expressed an opinion in the Op-ed column of your local newspaper? ☐
- 12 • Have you ever expressed your opinion about a social or political issue on an open-line talk show? ☐
- 13 • Do you sign petitions concerning social and political issues? ☐
- 14 • Have you ever launched a petition concerning a social or political issue? ☐
- 15 • Have you ever worked for a political party? ☐
- 16 • Have you ever been involved in an election campaign at the municipal, provincial, or federal level? ☐

- 17 • Have you ever been active in a community organization, parents committee, cooperative, professional association, union, or other group? ☐
- 18 • Have you ever helped to organize a local social, cultural, or political activity? ☐
- 19 • Have you ever sat on a board of directors? ☐
- 20 • Have you ever considered being a candidate for municipal office? ☐

For every positive answer in this section, give yourself 2 points.

TOTAL OUT OF 40 POINTS: _____

Personal Qualities and Aptitudes

- 21 • Are you curious by nature? ☐
- 22 • Are you open-minded and interested in learning new things? ☐
- 23 • Do you have good people skills? ☐
- 24 • Are you usually able to persuade other people to support your ideas and get involved in your projects? ☐
- 25 • Are you friendly and sociable? Are you a good listener? ☐
- 26 • Are you concerned about the good of the community? ☐
- 27 • Have people told you that you inspire confidence? ☐
- 28 • Do you have the skills to come up with new solutions? ☐
- 29 • Do you know how to convey your enthusiasm? ☐
- 30 • Are you able to confront and deal with challenges? ☐
- 31 • Are you capable of making decisions based on the common good and the community's well-being? ☐
- 32 • Are you an active and dynamic person who loves to commit to a project? To a cause? ☐
- 33 • Do you have a vision of how to improve the way things are done in your community? ☐

- 34 • Would you enjoy working for the well-being of residents in your community? ☐
- 35 • Are you able to accept criticism and handle defeat? ☐
- 36 • Are you a person of integrity who speaks the truth whatever it may be? ... ☐
- 37 • Do others in your area appreciate you for your leadership? ☐
- 38 • Are you an organized and well-reasoned person? ☐
- 39 • Are you able to ask for help and accept that you can't solve everything by yourself? ☐
- 40 • Do you want to commit yourself to making change? ☐

For every positive answer in this section, give yourself 3 points.

TOTAL OUT OF 60 POINTS: _____

Now calculate the total out of 100 points.

TOTAL OUT OF 100 POINTS: _____



If you scored **between 70 and 80 points** and you have already considered entering politics, "you have the profile" of a candidate!

If you scored **over 80 points** and even if you've never thought about running, "you have the profile" of an excellent candidate and we urge you to think seriously about it.

Whatever the case, and regardless of your score, if you want to get involved in municipal politics you have the two main skills you need: **you want it and you're a citizen!**

THINK ABOUT IT!



● MYTHS AND FACTS

Is this true?

Numerous myths persist about politics, especially concerning the notion of power. These myths are a result of misinformation. Let's break them down:

TRUE OR FALSE (answers on next page)

- | | |
|---|--|
| 1 . You need to have special skills and qualifications to be elected to municipal office | True <input type="radio"/> False <input type="radio"/> |
| 2 . Municipal politics is famous for frequent fights and pitched battles | True <input type="radio"/> False <input type="radio"/> |
| 3 . It's harder for women to be taken seriously in politics | True <input type="radio"/> False <input type="radio"/> |
| 4 . A timid person cannot be a strong candidate and a good representative | True <input type="radio"/> False <input type="radio"/> |
| 5 . Politics pays well | True <input type="radio"/> False <input type="radio"/> |
| 6 . I don't know enough about the legislation concerning municipalities to be a candidate | True <input type="radio"/> False <input type="radio"/> |
| 7 . I don't like power, power is negative | True <input type="radio"/> False <input type="radio"/> |
| 8 . Municipal politics is not important | True <input type="radio"/> False <input type="radio"/> |
| 9 . Municipal politics is not for young people | True <input type="radio"/> False <input type="radio"/> |

Answers

Question 1

False Women are very concerned about their competency, while most men are not. Why? Because women were excluded from power for so long, they have not realized, as men have, that in politics the most important thing is good judgment. Keep in mind that all decision-makers are surrounded by competent public servants and municipal employees. These individuals have very specific knowledge, and, often, technical and legal expertise, related to the issues you must address. Their job is to inform you, and their support is helpful when it's time to make decisions.

Question 2

False Politics is viewed as a battlefield and much of the language used to describe it is military in tone. In politics, there are debates (not physical battles), and arguments (not fights). People do not necessarily share all the same values. So, you have to be ready to defend your ideas and projects. Elected representatives often work together for their community's harmonious development. Politics is what we make of it. If you believe there is room for ideals and a new way of seeing things, bring your ideas forward and share them!

Question 3

True It's still true today: women must work twice as hard as men to prove their worth in politics. They also have a reputation for being well informed about the issues, properly documented, and prepared for their meetings. When you are conscientious about your work, you will be convincing when you speak and your colleagues will respect you despite any preconceived notions they may have had about you.

Question 4

False It's true that a timid person must make a great effort to go up to people and speak in public during an election campaign and after they're elected. But this can be learned, and the public appreciates people who remain true to themselves and admit their shyness rather than people who try to pretend they are someone they are not. The most important thing is to show people what you can do.

Question 5

False Some big cities and municipalities can pay the person who holds the office of mayor good salaries so that they will devote themselves to the job full time. Salaries are also paid to other council members. This enables councillors to hold part-time jobs, invest more time in their political work, and still earn a decent living. Small municipalities of under 5,000 inhabitants can only provide minimal allowances to their elected officials. Whatever the case, municipal officials have no set schedule and must make themselves very available. Elected representatives don't count the hours they devote to the job.

Question 6

True and False

You will have to familiarize yourself with the legal framework for municipal administrations and have at least a basic knowledge of the laws for your election campaign. But you don't need to know all the nuances of the legislation. Once elected, you can take time to learn more about the laws governing the context in which you will be operating and you will have competent people to provide you with all the relevant information.



Question 7

False Power, as such, is not negative. But today, it is perceived as being negative because we associate it with power abuses and authoritarianism. Power refers to the capacity to make and enforce decisions and the ability to initiate action.

The important thing is what we do with power. Women were for a long time prevented from exercising public power, and occupying this space is not something that comes automatically. It is a space we must learn to occupy.



Question 8

False More and more responsibilities are being assigned to municipal governments. It is the decision-making body most directly connected to our everyday lives and it is closely and concretely tied to the lives of families, women, and seniors. Decisions made by municipal administrations are in the headlines less often which is why they are less visible. Yet, they affect our day to day lives. Just consider recreation, drinking water, public transit, and all the responsibilities associated with municipal government.

Question 9

False It is true that more retirees sit on municipal councils. However, more and more young people are entering municipal politics, resulting in a more diverse administration that can more effectively deal with community needs. Youth, especially young women, have a different perspective, which can have a positive influence on municipal development. Their involvement is just as valuable and essential as that of any other council member.



● ESSENTIALS FOR THE ASPIRING WOMAN CANDIDATE

Success factors

A successful election campaign depends on several essential things. Here are a few suggestions concerning interpersonal skills and know-how. Consider them when planning and preparing your campaign.

Know-how:

- Familiarize yourself with the nominating process and comply with the rules.
- Familiarize yourself with the terminology of municipal politics.
- Judiciously select the members of your team based on both their values and the diversity of their skill set.
- Inform yourself about the current hot topics in your municipality.
- Understand the roles of every member of your team and respect their areas of work.
- Understand the roles and responsibilities of election officers, municipal council members, and municipal employees.
- Take time to plan and organize your election campaign.
- Know the main influential players in your community.
- Build alliances.



**In a municipality
of 5,000 or more
inhabitants,
you must have
an official agent.**

Interpersonal skills:

- Anticipate situations and be ready to delegate.
- Know how to generate enthusiasm in your team members.
- Appear confident despite problems and opponents' attacks.
- Learn how to remain focussed, whatever is going on.
- Go up to people at public events and introduce yourself as a candidate.
- Be a good listener and communicate your message clearly.
- Be open to hearing criticism.
- Be yourself.



QUESTIONS TO ASK YOURSELF

Will I have enough time and availability?

Since being a councillor requires long work hours (more for mayors), you must accurately assess the necessary time and availability. Be prepared!

- One council meeting per month, sometimes more
- One meeting to prepare the council meeting, sometimes more
- Occasional special council meeting
- Participation in committees and representation activities

► Remember to set aside time to respond to community members, get informed about the issues, and read reports. Carefully select the committees and organizations you will be participating in. It's better to accept fewer and invest yourself fully than join numerous committees and find yourself unable to contribute effectively. Don't spread yourself too thin.

Will I have support?

From my family

Family support is very important. It's not about getting their permission to go into politics, because this is a personal decision. But it's better to discuss it with them first. They will then be in a better position to support you throughout your term and share the good and the bad times with you. Day-to-day living with a city councillor or mayor can be a challenge! Your involvement in the municipality will affect your family life, but it is possible to balance everything. Other women have done it before you!

did
you know
that...

In 2013,
272 municipalities
in Québec had only
one woman on the
municipal council, while
in 2009, this was true of
332 municipalities?

From my friends

Your friends, like your family, can be valuable partners. They may turn out to be an excellent source of information and, if necessary, help you establish your credibility. You're going to need a competent and diversified team around you. They are a resource you cannot afford to neglect. They have networks to which you may not have access right now. They can help you multiply your support.

Who should you ask for advice?

As an elected official, you have access to all kinds of resources. They are listed in "Rounding Out My Toolkit." Some of you are fortunate enough to be able to benefit from the knowledge and skills of someone with political experience. Why don't you ask for advice from women elected representatives near you? They will be eager to share their experiences with you. Take advantage of what they have to say!

Can I keep my job?

Under the *Act Respecting Elections and Referendums In Municipalities* (ARERM), employers must grant leave without pay to employees who take leave to run an election campaign (starting the 44th day prior to Election Day) or to sit on a municipal council. In both cases, the leave may be total or partial. If you think you will need it, just inform your employer of the days and hours in question. You have no reason to fear reprisal if you take this leave and you will not lose any job-related benefits except pay. However, this right has a time limit of eight years or two terms.

Will I be paid for my job as an elected office-holder?

Yes, as mayor or councillor, you are entitled to be paid. Remuneration may be determined in two ways:

- It may be set by regulation of the municipal council, in compliance with the minimum and maximum amounts set by the *Wages for Elected Municipal Representatives Act*.
- In the absence of such a regulation, your salary is determined according to a calculation provided under the Act, based on rates set in accordance with the municipality's population base.

In addition, an expense allowance is automatically added to your basic salary. This allowance is non-taxable and represents 50% of your basic salary.





PREREQUISITES FOR RUNNING

I've made my decision: I'm going to run!

I want to be a candidate in the next election. Am I eligible?

To run for office on my municipal council I must:

- Be recognized as a voter and eligible for registration on my municipality's voters list.
- Have lived continuously in the territory of my municipality for at least 12 months precedent September 1 of the year in which the election is held.

To be recognized as a voter in my municipality so that I can run for office I must:

On Election Day:

- Have reached majority.

As of September 1 of the year in which the election is held:

- Be a Canadian citizen.
- Not be under curatorship.
- Not have been convicted of voting fraud for at least 5 years.
- Be domiciled in the territory of the municipality and, for at least six months, in Québec, OR, for at least 12 months, own property or occupy a business establishment located in the territory of the municipality.

Several things may render you ineligible to run for office. Some functions are incompatible with the role of a member of municipal council. This is the case of salaried municipal staff. It is up to you to check whether you are eligible before you put yourself forward as a candidate!

To learn all the grounds for ineligibility see sections 62 to 67 of the ARERM.



Check the Act Respecting Elections And Referendums In Municipalities to make sure you have the latest information.

http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/E_2_2/E2_2_A.html



TYPES OF CANDIDATES

Should I run as an independent candidate or wear the colours of a recognized ticket or party? What do these options involve?

Independent candidate

The biggest advantage of running as an independent is being free to develop your platform based on your ideas and priorities and organize your campaign the way you want. You will also be free to vote as you want in council meetings.

Independent candidate in a municipality of under 5,000 inhabitants

As an independent candidate in a municipality of under 5,000 inhabitants, you are not required to ask the Chief Electoral Officer [in French, Directeur général des élections or DGE] for authorization to finance your campaign and incur campaign expenses. The expenses you incur for your campaign are your responsibility and may not be reimbursed. On the other hand, you must submit a list to your municipality of the individuals who contributed more than \$50 to your campaign.

Independent candidate in a municipality of 5,000 inhabitants or more

To collect donations and incur campaign expenses, you must obtain the authorization of the Chief Electoral Officer (CEO). You can apply for authorization as of January 1 of election year. However, only expenses incurred during the election campaign may be reimbursed to you. According to the ARERM, you can be **reimbursed for 70% of your campaign expenses** if you win the election or win at least 15% of the votes.

Joining a ticket or a party

Recognized tickets and authorized parties are both composed of people who work together to get elected to the municipal council and exercise power in accordance with their platform. Joining a ticket or a party means:

- Running as member of a team with shared ideas
- Defending a platform that was drafted by a group
- Benefiting from shared advertising and other people's experience
- Adhering to the ticket's or party's strategies and ideas

Keep in mind that joining a ticket or party can limit the types of actions you take and positions you adopt throughout your term. Once elected, you can dissociate yourself from your ticket, but that may be viewed as opportunism. So, make sure that you have the same values as the other people on the ticket or party you are joining, and check with them about the degree of latitude you will have to initiate projects and express your opinions.

Know that:

- You can run as a candidate for a recognized ticket only in municipalities of under 5,000 inhabitants.
- You can run as a candidate for a municipal political party only in municipalities of 5,000 inhabitants or more, wherever such a party is authorized.

While the organization of a political party is frequently more complex than that of a ticket, the rules governing political financing and election expenses are the main points of distinction.

You should also know that the nomination papers of a candidate for an authorized party or recognized ticket must be accompanied by a letter signed by the leader of the party or ticket certifying that the individual is the official candidate for the office in question, and, if applicable, that he or she is a co-candidate.

Summing Up

5,000 inhabitants or less	Over 5,000 inhabitants
Independent Candidate	
<p>You do not have to ask for authorization from the CEO to finance your campaign.</p> <ul style="list-style-type: none"> You will not be reimbursed for expenses. You must submit a list to your municipality of individuals who have made contributions of over \$50. 	<p>You must get authorization from the CEO to collect contributions and incur expenses.</p> <ul style="list-style-type: none"> Only expenses incurred during the election period can be reimbursed. 70% of your campaign expenses can be reimbursed (based on certain rules) if you win at least 15% of the votes.
Candidate with a Recognized Ticket	
<p>You can run as a candidate with a recognized ticket.</p> <p>The nomination paper of a candidate with a recognized ticket must be accompanied by a letter signed by the leader of the ticket certifying that this person is the official candidate for the office in question, and if applicable, that she is the co-candidate for the ticket.</p>	Not applicable.
Candidate for an Authorized Party	
Not applicable.	<p>You can run as a candidate for an authorized party.</p> <p>The nomination paper of a candidate for an authorized party must be accompanied by a letter signed by the leader of the party certifying that this individual is the official candidate for the office in question, and, if applicable, that she is the co-candidate for the party.</p>



NOMINATION PAPER

I made the necessary verifications.

I'm eligible, so I can run.

What do I do to make it official?

You must complete the nomination paper by filling out the form provided by your municipality's returning officer. The secretary-treasurer or clerk of the municipality is, by law, the municipality's returning officer.

The nomination paper is an official document that:

- Identifies you as a candidate
- Names the office for which you are running
- Confirms your eligibility as a candidate
- Presents the required number of signatures supporting your candidacy

Your nomination paper must be accompanied by a personal identity document and the signatures of individuals supporting your nomination. Only individuals who are entitled to vote in your municipality can sign your nomination paper. The minimum number of signatures varies depending on the municipality's size:

Population	Office of Mayor	Office of Councillor
0,000 to 5,000 habitants	5	5
5 000 to 19 999	10	10
20 000 to 49 999	50	25
50 000 to 99 999	100	25
100 000 +	200	25

It is wise to get more support signatures than the required number in case some signatories are not qualified voters. This also shows how determined you are!

File your nomination papers in the office of the returning officer between the 44th and 30th day preceding the vote, no later than 4:30 p.m.

If your nomination paper is complete, the returning officer will sign and date it and give you a confirmation of your nomination.

As of this moment, your nomination paper becomes public and accessible to anyone who requests it.

Be strategic and choose the best time to file your nomination paper, based on the information you have about potential opponents.



Only individuals who are entitled to vote in your municipality can sign your nomination paper.



● **WITHDRAWING FROM THE RACE**

If I want to withdraw my nomination, can I do so?

You can withdraw from the race at any time without penalty. If you want to withdraw, just put your wishes in writing and give it to the returning officer.

Also, since no one may run for two offices at the same time, you must submit a notice of withdrawal from the race if you decide to change your nomination paper to run for another office. You will then have to file a new nomination paper, respecting the deadlines set out in the electoral calendar.





● **DECLARATION OF CANDIDATES ELECTED UNOPPOSED**

When will I know if I must run?

If by 4:30 p.m. on the 30th day before polling, which is the end of the nomination period, you are the only person who has filed a nomination paper for the office in question . . .

**Congratulations, you have been elected
unopposed or “by acclamation”!**

Your term as mayor or municipal councillor begins once you have been sworn in, which is no later than 30 days after your election.

If you are among several people who have filed a nomination paper for the office in question, an election must be held. You’ve entered the election campaign!

**Note that the campaign period begins on the 44th day before Election Day.
You can begin your campaign on this date.**



AN ELECTION CAMPAIGN TO ORGANIZE

**I'm running for office:
how do I organize my campaign?**

**What are the next steps
and where should I start?**

1. Putting together my campaign team!

I surround myself with the right people, and they know their roles.

The team is the most effective form of collective action. Recruit people with diverse knowledge, skills, and personalities to create a multidisciplinary team. Make sure the members of your team will be available for the duration of the campaign, especially the people in the most important positions. Also, make sure they are aware of and share your values and projects, and are ready to defend them in your name during the campaign. Pay close attention to your team, and give them room so they feel they are actively participating in the campaign. Arrive at meetings well prepared, open to others' ideas, proposals, and suggestions. This is what makes teamwork so productive.

**2. Planning my electoral strategy,
platform, calendar, and communication tools!**

I organize my ideas, campaign activities,
and tools to present myself as a candidate.

Make sure you don't reveal all your ideas at the start of the campaign. Keep some projects and positions to yourself, revealing them gradually as the campaign proceeds. This will give you better visibility every week.

Also, it is very important that your team commits to absolute confidentiality regarding the subject of your campaign platform and strategy. This may seem obvious, but don't take these kinds of things for granted. Make it clear to everyone during your first meetings.

3. Raising funds for my campaign, considering the available resources.

I determine a budget, I learn about what types of financing and expenditures are admissible.

Make budget estimates to assess how much money you will need for your campaign. For instance, if you are running for mayor, your campaign must target everyone who is qualified to vote; if you are running for councillor, you only need to target the voters in your ward. You may have to adjust your estimates as you go along, depending on available resources and your opponents. Consider the number of voters you must reach and the means you will use to do this: mailing, by the number of addresses to be reached, creation and printing of brochures and reminder cards, newspaper and radio advertising for the larger municipalities. Candidates often have to invest their own money in their election campaign. In fact, people who donate to your campaign expect you to contribute your own money as well. In municipal politics, unlike other levels of government, fundraising is mainly conducted through face-to-face contact rather than the organization of public events.

Former women candidates have told us that for small municipalities of under 5,000 inhabitants, the sums you need to invest are minimal, limited to a mailout, distribution of a homemade business card during door-to-door canvassing, and a few posters. But, as we have already mentioned, you will have to adjust based on the office you are running for and the number of candidates in the race.

For municipalities of over 5,000 inhabitants, you may need more advertising to make yourself known because the number of voters you need to reach will be higher.

4. Preparing for Election Day

I make a list of people to recruit as volunteers, I prepare my schedule for touring polling stations, and I decide when I will make phone calls.

You will need lots of people for this day. They need not have been involved in the entire campaign. You can expand your team for Election Day because it will involve more technical and educational tasks.

1. Putting together my campaign team

Because you don't want to be responsible for everything, and you do want to focus on essentials, such as making yourself known, you need to surround yourself with a team of reliable volunteers and committees that will work with you to plan and organize your election campaign. Here are a few examples of the people and committees you might need. Of course, you will have to adapt the size of your election team to your means, needs, and size of your municipality.

Campaign Manager

This person will coordinate all campaign activities. This is who you will discuss all aspects with, and the person who will advise you as needed. She or he will be the liaison person for everyone in your election team. The position requires someone with leadership and lots of availability from the beginning to the end of the campaign.

Official Representative and Official Agent

These positions are held by the same individual. This person must open an account in a financial institution, collect campaign funds and contributions, make and authorize campaign expenditures, and produce reports to submit to the treasurer of the municipality. The position requires attention to detail in tracking revenue and expenses and preserving supporting documents and receipts.

In a municipality of 5,000 inhabitants or more, you are required to have an official agent. As an independent candidate, you can also do this job yourself.



**Remember
to update the list
of contributions
of more than
\$50**

Platform Manager

This person must be familiar with important issues and current events in your municipality. She or he can organize a group who cares about the community's needs and are interested in creating solutions to include in your platform. This will help you develop your own proposals and set priorities based on the expectations of your community.

Communications and Schedule Coordinator

This person will be responsible for promotional materials to present you and your platform to the community. Press conferences, participation in public events, and social media are ways to heighten your visibility, make yourself known, and convey your message.

This person will plan your schedule so that you can meet as many people as possible. She or he will also act as your information source. In larger municipalities where there are countless public events, this position can be split and given to two people.

Technical and Logistics Support

This position essentially involves taking care of event logistics and equipment (computers, telephones, furniture, room rentals, etc.).

Canvassing Manager

It is very important to find out as much as you can about voter intentions. The voters list is the basic tool for canvassing. You can get this list from the office of the returning officer as soon as it becomes available.

CANVASSING: an essential step

This is a crucial step in your election campaign because it will give you an idea of voters' voting intentions. It will also allow you to identify the areas where your support is concentrated and areas of undecided voters who must be convinced. Canvassing is done door-to-door and over the telephone. Canvassing continues right up until Election Day, when calls are made to your supporters to GET OUT THE VOTE.

ABCs of canvassing:

1. Add telephone numbers to the voters list.
2. Start door-to-door canvassing.
3. 2nd canvas with first telephone contact.
4. 3rd canvas with a second telephone contact.

When you filed your nomination papers you received a voters list. Add telephone numbers beside every voter's name. The arrival of cell phones has made it harder to find people's telephone numbers. Use your contacts to get numbers for those who are not listed in telephone directories or on Canada 411.

During the campaign, you can conduct two in-house telephone canvasses. Each area manager should recruit several callers to make calls during the day and in the evening. The work should be well organized and cover all the voters in your area. The results will be entered on the annotated voters lists you will use on Election Day.

The first canvas will help you plan your door-to-door campaign and the second canvas. After the first canvas, focus on undecided voters and FORGET ABOUT voters intending to vote for your opponent. You should be ready to begin canvassing at least a month before the election.

SUGGESTED TELEPHONE SCRIPT

HELLO,

- Did you know there is an election coming up in your municipality?
- Do you know who the candidates are and the woman candidate Ms. . . ?
- Can Ms. count on your support?

Write the corresponding letter beside the person's name as follows:

F : for A : against U : undecided

For people who support you (F for), offer services such as transportation (T), babysitter (B), or other (O) (specify).

Legal Advisor

This person will explain the ARERM to you and represent your interests with the returning officer throughout the campaign and especially on Election Day. He or she will also verify the legality of your actions.

Election Day Coordinator

Election Day is of course the culmination of your campaign. Your Election Day coordinator will need a good team. Thanks to your annotated voters list, you are probably quite familiar with voting intentions in your community. Now you just need to get out the vote. This is your team's sole objective on Election Day.

- **Representatives in polling stations:** these individuals will protect your interests in every polling station throughout the voting process. They are the liaison people with the team in charge of getting out the vote. They will have lists on which they will mark those who have voted. Over the day someone will gather up this information and transmit it to the team. You can do this job yourself.
- **Poll runners:** these individuals will spend the day going from polling station to polling station collecting the lists of people who have voted, prepared by your representatives.
- **Callers:** using the annotated voters lists, callers will contact voters who expressed support for you during canvassing to remind them to vote and ask them if they need transportation.
- **Transportation:** you will need one or two people with cars to pick up your supporters and drive them to their polling station. Older people living alone or heads of single parent families often need this service.

If you organize your volunteers into committees that are coordinated by one person, these tasks will be carried out more efficiently.

It is common practice to provide food and beverages (non-alcoholic) to all volunteers on Election Day and reimburse drivers for gas expenses. **These expenses should be accounted as campaign expenses.**

Members of My Campaign Team

It's a good idea to have this list with you at all times during the election campaign.

Campaign Manager: _____



@

Official Agent: _____



@

Platform Manager: _____



@

RCommunications Manager: _____



@

Schedule Manager: _____



@

Technical
and Logistics Support: _____



@

Canvassing Manager: _____



@

Election Day Coordinator: _____



@

Legal Advisor: _____



@



● 2. Planning my electoral strategy, platform, calendar, and communication tools!

What are the keys to a successful election campaign?

Develop an overall strategy

The campaign strategy organizes, provides arguments for, and validates every action you take during the campaign, framing everything chronologically. For instance, before looking for support, you should ask yourself who you want to ask for support and why their support will help your candidacy. You must also decide on the most strategic moment during the campaign to announce your support. You don't have to disclose this at the beginning, nor do you have to announce all your endorsements at once. Also, once you have your platform, your work is not over. It must be backed up with research, and you will need to decide how and when to reveal each plank in your platform. You can announce a particular supporter at the same time as revealing a plank in your platform that is associated with that organization or individual. Keep in mind that you must continue feeding information to your voters for 4 to 5 weeks. You will be making announcements throughout the campaign, and choosing their timing is all part of your strategy.

Making your case

Make sure you are seen everywhere in association with the issues and projects that are important to you. Try to get official statements of support from important groups, organizations, and public figures and establish a solid network of contacts.

Learning more about municipal issues

What are the current municipal issues? Develop your opinions and judgment about them. Create alliances with influential individuals in relation to these issues.

Knowing your opponents

What are their opinions on the issues? Can you counter their arguments? Highlight contradictions and controversial positions. Always use a respectful tone; attack their actions and ideas, not the person themselves. Personal attacks are never well perceived.

Preparing your political platform

Inform voters of the ideas, new and priority actions, and concrete projects you intend to carry out once you are elected. Back up your projects with solid arguments and figures.

Developing communication tools

Promotion is a key aspect of your campaign and it can take different forms: press conference, news release, advertising, poster, brochure, slogan, letter to citizens, door-to-door canvassing, telephone canvassing, emails, website, public meeting or event, debate, social media, etc.

Examples of promotional materials

- **The brochure** The brochure provides a comprehensive presentation of your campaign. Dropped in every mailbox, it is your campaign's first contact with voters prior to door-to-door and telephone canvassing. DID YOU RECEIVE MY BROCHURE? On the other hand, you can leave it with the person you're talking to as a way of concluding the encounter. In essence, it contains the main elements in your platform, attainable objectives, a summary of your résumé, and contact information so you can be reached. It should grab people's attention. This tool is your introduction. When the door closes behind you, it will make your case as a competent contender. Your photo should appear on all printed materials destined for the public.
- **Check-list card** In postcard format and about one-third of the size of a brochure, the check-list is a good alternative to the brochure. It is less expensive but still effective. It contains the same kind of information as the brochure. A business card or bookmark with a photo, name, and slogan, although not informative, may serve as attractive and eye-catching reminders.


- **Poster** Don't worry about the fact that people will see your face everywhere, but be strategic and decide where posters will be most visible. Work with a specialist to design your poster with a photo and slogan.
- **Slogan** The slogan is a catchy phrase that can be used in all your publicity materials: brochure, poster, Facebook page, Twitter feed, televised message, and newspaper. The goal is to attract attention and identify you as the candidate. It must be short, simple, and smart. Avoid obvious plays on words with your name.
- **Message/letter** A letter sent to each voter can be effective even if work intensive (addressing and stuffing envelopes, etc.). An alternative, cheaper, and simpler solution is to distribute it to every door like a flyer. This can be done with Canada Post or the Publisac distributor in your town.
- **Business card** This is an alternative to the checklist card. Very simple to make, it is useful in small municipalities during door-to-door canvassing when people do not have the time to talk or no one is home.

On ALL your promotional materials make sure you include A PHOTO of yourself so that people associate your name with your face, the dates of the election and advance poll, and the office you are seeking. For the office of councillor, you should include the number of the ward or area you are running in.

Setting deadlines and creating a campaign agenda

Set yourself deadlines, especially for the weeks of intensive campaigning after the nomination period ends. Plan for all the predictable events; a haphazard approach is not advisable. But leave room for the unexpected.

3. Raising funds for my campaign using the available resources



New financing rules have been in effect since January 2017:

- The maximum contribution an elector may make to a party or candidate is now \$100. An additional \$100 contribution may be made during a general election or by-election.
- A candidate may contribute an additional \$800 for their own fund or for the party for which they are running.
- All contributions of more than \$50 must be made by cheque or credit card.



For more information, see the Act:
https://www.pes.electionsquebec.qc.ca/services/set0005.extranet.formulaire.gestion/ouvrir_fichier.php?d=1458

How much does an electoral campaign cost? Can I be reimbursed?

When you run an electoral campaign, you will need financial resources to pay for activities that are indispensable to the success of your campaign. Campaign financing rules exist, based on the size of the municipality.

Municipalities of **5,000 inhabitants or more**

The ARERM stipulates rules and terms applicable to electoral campaigns.

For instance:

- Rules governing the solicitation of donations
- Maximum contribution voters can make
- Terms for the payment of contributions
- Definition of an electoral expense
- Limits of electoral expenses for the offices of mayor and councillor
- Terms governing the production of promotional materials

In municipalities of over 5,000 inhabitants, only the official representative may contract a loan. Also, contributions the official representative collects from voters must be deposited into an account specifically reserved for the campaign fund. It can only be used to pay electoral expenses.

The Act stipulates that 70% of electoral expenses may be reimbursed if you win the election or received at least 15% of the votes in an election for the office in question, whether or not you represent a party. In addition, for an authorized independent candidate, the reimbursement may not exceed the total arrived at by adding the amount of debt resulting from the candidate's electoral expenses and the amount of the candidate's personal contribution, certified by an official receipt. The reimbursement is made once the electoral expense report is received. This report should indicate the name and address of each voter who contributed over \$50. Only voters in the municipality concerned may contribute.

Municipalities of less than 5,000 inhabitants

First, candidates running for elected office in municipalities of less than 5,000 inhabitants are not entitled to be reimbursed for their electoral expenses. In municipalities of less than 5,000 inhabitants, candidates are not bound by the same requirements stipulated by the ARERM with regard to the financing of municipal political parties and independent candidates in municipalities of over 5,000 inhabitants. But, within 90 days of polling, they must submit a list of individuals who made a donation of over \$50. The list must also include the amount the candidate herself contributed; this sum may not exceed \$1,000.

Sample Campaign Budget

REVENUE	\$
• Candidate's contribution	
• Contributions of over \$50	
• Contributions of under \$50	
• Contributions of goods and services	
•	
Total revenue	
ADMINISTRATIVE COSTS (SUPPORT)	\$
• Office rental	
• Leasing of telephones (installation, cell phones)	
• Office furniture rental	
• Rental or purchase of equipment (computer and photocopier)	
• Office items	
• Representation costs	
• Travel costs	
• Postal, messenger, and Internet costs	
MISCELLANEOUS	\$
•	
•	
•	
•	
•	
COMMUNICATION COSTS (PUBLICITY)	\$
• Photography	
• Buttons, brochures, posters, promotional materials	
• Newspaper announcement	
• Rentals of materials and rooms for activities	
• Organization of press conference	
VOLUNTEER COSTS	\$
• Miscellaneous costs	
• Meals on Election Day and advance poll day(s)	
• Reception and thank you letters	
TOTAL:	\$

● 4. Election Day

Election Day is here: what do I do?

On the day of the vote, pick a strategic moment to go and vote and stay visible throughout the day. Put your volunteer team to work and take the time to say something positive to each member of the team. These words of motivation will be greatly appreciated. Target your personal phone calls to voters who were undecided at the moment of canvassing. They can make the difference between victory and defeat. The goal of these calls is to get out the vote. Contact your representative at the polling station regularly to keep abreast of how the vote is proceeding. Make your presence known. Your job is to delegate any remaining tasks to your team.

As a candidate, you are entitled to be present, on Election Day or the day of the advance poll, in every polling station where voters will potentially vote in your favour. But since you cannot be in all the polling stations at once, you can get people to help you. These are your representatives and and poll runners.

**did
you know
that...**

**In 2013,
only one
municipality
in Québec had an
all-woman municipal
council and that
in 2009 there
were two?**

Representative
1 for every
polling station

Poll runner
1 for every location in which
there is a polling station

Their role

- Observe the conduct of polling.
- Can ask a voter to take an oath, provided they explain the need for an oath.
- Examine the poll book and all the documents necessary for the poll.
- Affix their initials to the seals of the envelopes.
- May have an annotated voters list [master list] in their possession.
- Give the poll runner a list of everyone who has already voted.

At regular intervals during the poll, collect the list of people who have already voted, which will enable you to see how many votes you have received.

Requirements

- A power of attorney signed by you or someone you have designated for this purpose.
- They must present this authorization to the deputy returning officer.


- A power of attorney signed by you or someone you have designated for this purpose.
- They must present this authorization to the officer in charge of information and order and the deputy returning officer at the polling station.

Conditions

None; it is not necessary to be a qualified voter, 18 or over, or domiciled in the municipality.

None; it is not necessary to be a qualified voter, 18 or over, or domiciled in the municipality.

AN INDISPENSABLE TOOL: **LIST OF ESSENTIALS** À FAIRE EN CAMPAGNE ÉLECTORALE

- 
- ☐ I checked with my family, and I have their support to enter municipal politics.
 - ☐ I have talked with people and I see that I have support in my community.
 - ☐ I decide to take the leap!
 - ☐ I have decided whether to run as an independent, a member of a recognized ticket, or party.
 - ☐ I have completed the nominating paper because I am eligible to run.
 - ☐ I have gathered the legally required number of signatures to run.
 - ☐ **I'M RUNNING FOR OFFICE!**
 - ☐ I have filed my nomination papers with the returning officer.
 - ☐ I have formed my campaign team.
 - ☐ I have mapped out the main areas of my strategy.
 - ☐ I have decided on the main points of my platform.
 - ☐ I have sketched out my communications plan.
 - ☐ I have prepared budget estimates and my campaign financing plan.
 - ☐ I have gathered the support of influential individuals.
 - ☐ I am carefully preserving all receipts together with the list of individuals who have donated over \$50.
 - ☐ I have raised the funds I need to run a winning campaign.
 - ☐ I have my official photograph.
 - ☐ I know who my opponents are.
 - ☐ I have developed the first draft of my campaign calendar.
 - ☐ I have planned my door-to-door campaign.
 - ☐ I have planned Election Day.
 - ☐ I have prepared two speeches: one for victory, the other for defeat.



THE VOTE IS IN!

I won!

You and your team succeeded and the community has entrusted you with their confidence. The real work has just begun. As you did before the campaign, you may need advice on how to effectively serve your term and balance this with your personal life.

Knowing HOW TO DO and HOW TO BE: rules for the elected representative!

1. Establish a balance between your political and private life.
2. Stop trying to manage everything; learn how to delegate.
3. Learn to say no.
4. Choose your issues and battles, you cannot solve or change everything at the beginning of your term.
5. Develop and feed your support and information network.
6. Learn to adapt to and live with change.
7. Arrive at meetings well prepared;
read your documents and inform yourself with
reliable sources by doing your own research.
8. Give yourself time to assimilate the information.
9. Maintain and develop your critical thinking skills.

"Keep your sense of humour!"

Put time aside to balance different aspects of your life. With a solid organization, reliable people around you, and a good sense of humour, you will realize that you have embarked on what is unquestionably one of the biggest adventures of your life!

Political role

In addition to their administrative and legal roles, councillors and the mayor must assume a political role or, as some people would say, democratic role, that is not described in the Municipal Code.

This role consists mainly in listening to community members, and making yourself available to hear their demands, criticisms, and suggestions. "You can prepare a great campaign platform if you are a good listener."

Not only must you be a good listener; you must also be able to provoke discussion and get people's responses. There are formal consultation methods, but the more informal approaches can also be very useful to a municipal representative. A conversation with a few people at the corner store, a few exchanges with parents waiting for their children after the soccer game or similar occasion, or a couple of questions addressed to teens can be very illuminating. "I get masses of information by participating in school board meetings." Maintaining relationships with community opinion leaders can also be useful. "I am in regular contact with the rural development officer, who is always surveying public opinion."

The job of elected representatives is not just to hear about the needs of community members. They must also propose their own vision of what must be done. Being a leader, bringing people together, proposing mobilizing projects: these are all part of the political role of a municipal representative. It is a way to respond to community needs.

I lost!

After defeat comes the mourning period. You've just emerged from an intense few weeks with your team. From one day to the next, suddenly you're alone. It's normal for some people to have feelings of solitude or mild depression. Take this opportunity to make your personal assessment of the campaign. You will have to learn not to blame the defeat on yourself alone. It is not a personal failure. The public chose someone else to represent them and there are numerous reasons behind this choice. It is important to avoid labelling the whole adventure as a failure. Remember the positive moments and list all the positive things you learned during this experience. Keep in mind that the people around you are still there to support you.

Very few political figures managed to get elected on their first attempt. A large percentage of municipal representatives have had to run more than once before being able to cry victory. Evaluate your campaign: You won a certain number of votes; this means that some voters believe you were the best person to represent them.

After decompressing for a few days, organize an evaluation meeting with your team. The idea is not to pinpoint blame or invent excuses for the defeat, but rather to accurately assess the situation and be able to prepare better the next time. This evaluation meeting is much appreciated by campaign volunteers because it gives them a chance to vent their feelings also. There's no such thing as failure; only results to improve on and new possibilities. Above all, you have just gone through an enriching experience that will serve you for the rest of your life!

"To play the game of politics you have to be idealistic but not naïve. In politics, you can lose even when you're right, just like you can win and be wrong. You mustn't see it as a moral issue."

—Louise Harel

Pascale Navaro, *Les femmes en politique changent-elles le monde?*,
Éditions du Boréal, 2010.



OBLIGATORY PROCEDURES

I won! Now, what are my obligations?

Whether you were elected unopposed or elected in the poll, you must meet three obligations before beginning your term.

Declaration of election

The official declaration of your election is made in writing and signed by the municipality's returning officer. If you were elected unopposed, the declaration is made at the end of the period for the filing of nomination papers. If you were elected in the poll, the declaration is made four days following ballot counting. This time limit is stipulated by the ARERM to allow for a recount when necessary.

The oath

After being declared elected, you have 30 days to take the oath in which you swear to perform your duties in accordance with the law. Your term as an elected representative begins the moment you take the oath.

Declaration of pecuniary interests

To ensure transparent municipal administration and prevent a conflict of interests, the ARERM requires newly elected representatives to file a declaration of their pecuniary interests within 60 days of the declaration of their election. In this document you declare your pecuniary interests in immoveable fixed assets and businesses that will potentially have commercial dealings with your municipality, and the jobs and administrative positions that you hold.

Every year, within 60 days of the declaration of your election, you must file an update of your declaration of pecuniary interests with your municipal council.

If you file a false or incomplete declaration, you risk being declared incompetent to perform the duties of a council member for the next 5 years.

ELECTORAL CALENDAR

STAGES	• General Rules	• November 5, 2017
Public notice of election and beginning of the election period	• No later than 44 days before the poll	• No later than September 22, 2017
Period for filing nomination papers	• Between 44 and 30 days prior to the poll	• Between September 22 and October 6, 2017
Day of mobile polling if applicable		• October 28, 29, or 30, 2017, depending on the decision of the returning officer
Day of the advance poll	• 7 th day, and in some cases, 6 th day before the poll	• October 29 and 30, 2017
Declaration of candidates elected unopposed	• 30 th day before the poll	• October 6, 2017
Beginning of intensive election campaigning	• For candidates who were not elected by acclamation	• October 7, 2017
Election Day	• First Sunday of November	• November 5, 2017
Last day to ask for a vote recount	• The application must be presented within the 4 days following the end of ballot counting	• November 9, 2017
Declaration of elected candidates	• The day after expiration of the deadline for applying recount	• November 10, 2017
List of individuals who contributed over \$50 (municipalities of under 5,000 inhabitants)	• 60 days after the poll	• January 4, 2018
Filing of declaration of pecuniary interests	• 60 days after an individual's declaration of election	• Unopposed: December 6, 2017 Majority of the votes: January 9, 2018
Electoral expenses report (municipalities of over 5,000 inhabitants)	• Within 90 days following the poll	• February 3, 2018

SERVING MY TERM

I'm here, taking my place and performing my duties!

You have taken the oath and been invited to your first municipal council meeting. You're now ready to assume your responsibilities. The best way to make a place for yourself is to move gradually, with calm and assurance. Accept the files you are given and complete your tasks. Gradually broaden your scope of intervention and increase the responsibilities you take on. If you are well versed in your files and those of the municipality, you're sure to be a success. After your first year, you will have a better understanding and overall view of things, which will make you more comfortable performing your duties as an elected representative. So, give yourself time! You do not have to know everything and you have the right to make mistakes!



You still have much to learn about how the council and the municipal administration work and about your role as an elected representative. Look over the following guide. It might be a good general reference tool:

**Guide d'accueil et de référence
pour les nouveaux élus municipaux:**
[mamrot.gouv.qc.ca/fileadmin/
publications/elections/guide_elus.pdf](http://mamrot.gouv.qc.ca/fileadmin/publications/elections/guide_elus.pdf)



ROUNDING OUT MY TOOLKIT AND **FINE-TUNING** MY UNDERSTANDING

How does a municipality function? Where can I find more information?

- "Guide à l'intention des personnes qui désirent poser leur candidature aux élections municipales. Pourquoi pas vous?":
mamrot.gouv.qc.ca/fileadmin/publications/elections/guide_candidate.pdf
- Act Respecting Elections and Referendums in Municipalities:
https://www.pes.electionsquebec.qc.ca/services/set0005.extranet.formulaire.gestion/ouvrir_fichier.php?d=1456
- Act Respecting the Remuneration of Elected Municipal Officers:
<http://legisquebec.gouv.qc.ca/en/ShowDoc/cs/T-11.001>

You can also contact:

- Le Directeur général des élections du Québec
[Chief Electoral Officer of Québec]
Telephone: 1 888 353-2846 • info@electionsquebec.qc.ca
www.electionsquebec.qc.ca

SEPTEMBER 2017

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENDREDI	SAMEDI
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27			30

Deadline
for public notice of
election and start of
election period.

Start of period
for filing nomination
papers.

OCTOBER 2017

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENREDI	SAMEDI
1	2	3	4	5	6	7
8	9	10	11	End of period for filing nomination papers. Declaration of candidates elected unopposed.		14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				Advance poll or mobile poll, if applicable
Advance poll or mobile poll, if applicable	Advance poll or mobile poll, if applicable					

NOVEMBER 2017

DIMANCHE	LUNDI	MARDI	MERCREDI	JEUDI	VENREDI	SAMEDI
			1	2	3	4
5 Election Day	6	7	8	9 Last day to apply for a recount	10 Declaration of candidates elected in the vote	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

● REGIONAL ORGANIZATIONS THAT SUPPORT WOMEN CANDIDATES

REGION 01 Bas-Saint-Laurent

- **Table de concertation des groupes de femmes du Bas-Saint-Laurent**
C. P. 308, Matane (Québec) G4W 3N2
☎ 418 562-7996 • 418 730-1357
brigitte.michaud@femmes-bsl.qc.ca • lucie.brault@femmes-bsl.qc.ca
www.femmes-bsl.qc.ca
- **Réseau de solidarité municipale du Bas-St-Laurent**
f Réseau-de-solidarité-municipale-du-Bas-Saint-Laurent

REGION 02 Saguenay-Lac-Saint-Jean

- **RÉCIF 02**
275, boul. De Quen Nord, Alma (Québec) G8B 5N8
☎ 418 480-2828 • Sans frais 1 855 732-4302 📠 418 480-4030
audree.villeneuve@recif02.com • www.recif02.com

REGION 03 Capitale-Nationale

- **Regroupement des groupes de femmes de la région de la Capitale-Nationale** (Portneuf-Québec-Charlevoix)
840, rue Raoul-Jobin, bureau 350, Québec (Québec) G1N 1S7
☎ 418 522-8854, poste 223 📠 418 522-6237
info@rgfcn.org • www.rgfcn.org
- **Réseau femmes et politique municipale de la Capitale-Nationale**
☎ 418 522-8854, poste 227 📠 418 522-6237
femmespolitique@gmail.com • www.femmespolitique.net

REGION 04 Mauricie

- **Table de concertation du mouvement des femmes de la Mauricie**
946, rue Saint-Paul, bureau 202, Trois-Rivières (Québec) G9A 1J3
☎ 819 372-9328 📠 819 372-9708
info@tcmfm.ca • www.tcmfm.ca
- **Mauriciennes d'influence**
☎ 819 372-9328 📠 819 372-9708
info@mauriciennes.ca • www.mauriciennes.ca

REGION 05 Estrie

- **ConcertAction Femmes Estrie**
187, rue Laurier, bureau 301, Sherbrooke (Québec) J1H 4Z4
☎ 819 563-1987 📠 819 563-0204
info@concertactionfemmesestrie.org • www.concertactionfemmesestrie.org

REGION 06 Montréal

- **Table des groupes de femmes de Montréal**
110, rue Ste-Thérèse, bureau 505, Montréal (Québec) H2Y 1E6
☎ 514 381-3288 📠 514 381-3955
info@tgfm.org • www.tgfm.org

REGION 07 Outaouais

- **Assemblée des groupes de femmes d'interventions régionales (AGIR)**
109, rue Wright, bureau 201, Gatineau (Québec) J8X 2G7
☎ 819 770-0351 📠 819 771-1769
agir.femme@qc.aira.com • www.agir-outaouais.ca

REGION 08 Abitibi-Témiscamingue

- **Regroupement de femmes de l'Abitibi-Témiscamingue**
332, rue Perreault, bureau 207, C. P. 1051, Rouyn-Noranda (Québec) J9X 5C8
☎ 819 764-9171 📠 819 764-9192
rfat@lino.sympatico.ca • www.rfat.qc.ca

REGION 09 Côte-Nord

- **Regroupement des femmes de la Côte-Nord**
767, rue Puyjalon, Baie-Comeau (Québec) G5C 1M9
☎ 418 589-6171 • Sans frais 1 877 902-6171 📠 418 295-2436
regroupementfcn@gmail.com

REGION 10 Nord-du-Québec

- **Comité condition féminine Baie-James**
552, 3^e rue, bureau 203, Chibougamau (Québec) G8P 1N9
☎ 418 748-4408 📠 418 748-2486
direction@ccfbj.com • www.ccfbj.com

REGION 11 Gaspésie-Îles-de-la-Madeleine

- Table de concertation des groupes de femmes de la Gaspésie et des Îles-de-la-Madeleine
100, route de la Pointe-à-Fleurant, Escuminac (Québec) G0C 1N0
☎ 581 886-4650
contact@femmesgim.qc.ca • www.femmesgim.qc.ca
📘 Atablemesdames

REGION 12 Chaudière-Appalaches

- Réseau des groupes de femmes Chaudière-Appalaches
2150, route Lagueux, bureau 104, Lévis (Québec) G7A 1A7
☎ 418 831-7588 📠 418 836-1680
communications@femmesca.com • www.femmesca.com

REGION 13 Laval

- Table de concertation de Laval en condition féminine
1450, boul. Pie-X, local 203, Laval (Québec) H7V 3C1
☎ 450 682-8739
tclcf@bellnet.ca • www.tclcf.qc.ca
📘 TCLCF-Table de concertation de Laval en condition féminine
- Lavalloises d'influence
☎ 450 682-8739
tablelaval.typepad.com/lavalloises_dinfluence/

REGION 14 Lanaudière

- Table de concertation des groupes de femmes de Lanaudière
144, rue Saint-Joseph, suite 200, Joliette (Québec) J6E 5C4
☎ 450 752-0049 📠 450 760-3586
tcgfl@bellnet.ca • www.femmeslanaudiere.org
- Réseau des femmes élues de Lanaudière (RFEL)
femmeslanau@yahoo.ca
📘 Réseau Femmes Élues Lanaudiere

REGION 15 Laurentides

- Réseau des femmes des Laurentides
342, rue Parent, Saint-Jérôme (Québec) J7Z 2A2
☎ 450 431-1896 📠 450 431-5639
info@femmeslaurentides.org • www.femmeslaurentides.org

REGION 16 La Montérégie

- **Table de concertation des groupes de femmes de la Montérégie (TCGFM)**
158, rue Charon, Longueuil (Québec) J4R 2K7
☎ 450 671-5095
info@tcgfm.qc.ca • www.tcgfm.qc.ca
- **Réseau des élu(e)s municipales de la Montérégie Est (REMME)**
1580, chemin Fer-à-Cheval, Sainte-Julie (Québec) J3E 2M1
☎ 514 833-9324
elues.monteregie@gmail.com • www.eluesmonteregie.qc.ca
- **Femmes et pouvoirs publics Centre de femmes du Haut-Richelieu**
432, rue Jacques-Cartier Sud, Saint-Jean-sur-Richelieu (Québec) J3B 4K4
☎ 450 346-0662
registrariat@cfhr.ca

REGION 17 Centre-du-Québec

- **Table de concertation du mouvement des femmes Centre-du-Québec**
19-A, rue de Courval, Victoriaville (Québec) G6P 4W2
☎ 819 758-8282 ☎ 819 758-7624
pouvoir@femmescentreduquebec.qc.ca
www.femmescentreduquebec.qc.ca

Réseau des Tables régionales de groupes de femmes du Québec

158, rue Charron, Longueuil (Québec) J4R 2K7
☎ 438 874-1072
info@reseautablesfemmes.qc.ca
www.reseautablesfemmes.qc.ca



USEFUL ABBREVIATIONS

CCA:	Comité consultatif agricole
CCU:	Comité consultatif d'urbanisme
CLD:	Centre local de développement
CM:	Code municipal du Québec
CMQ:	Commission municipale du Québec
DGE:	Directeur général des élections [Chief Electoral Officer of Québec]
FQM:	Fédération québécoise des municipalités
LAU:	Loi sur l'aménagement et l'urbanisme [Act Respecting Land Use Planning and Development]
LCM:	Loi sur les compétences municipales [Municipal Powers Act]
LCV:	Loi sur les cités et villes [Cities and Towns Act]
LERM:	Loi sur les élections et les référendums dans les municipalités [Act Respecting Elections and Referendums in Municipalities ARERM]
LFM:	Loi sur la fiscalité municipale [Act Respecting Municipal Taxation]
MAMOT:	Ministère des Affaires municipales et de l'Occupation du Territoire
MRC:	Municipalité régionale de comté [Regional County Municipality]
UMQ:	Union des municipalités du Québec

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NOTE

For more information and a list of publications by the regional women's group coordinating structures and their Femmes et pouvoir network see their website:

reseaufemmes.qc.ca/documentation/catalogue-doutils/



RÉSEAU DES
TABLES RÉGIONALES
DE **GROUPES** DE **FEMMES**
DU QUÉBEC

**Representing regional voices,
the Network fosters
collaboration and dialogue
between coordinating
committees of
Quebec women's groups.**

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