

MOVING TO AN ELECTRONIC ERA FOR MEETINGS AND VOTING

By-laws 88-4, 88-5 (Survey Record Index) and 88-6 (CCLS membership) are rescinded

Procedures for voting on Regulations and By-laws

Pursuant to section 3 (1) of Bill 213 the following practices are established for voting on regulations and by-laws:

The Registrar is responsible for conducting and managing voting on regulations and by-laws and shall determine in advance whether a required vote will be carried out in paper or electronic format.

Voting in either a paper or electronic format must ensure the following:

- Members are allowed a minimum of 20 business days to vote from the time the ballot is mailed or sent to them electronically
- Only members qualified to vote are given the opportunity to vote
- The election format must allow for the identification of the number of votes cast and the total number of votes cast for and against the proposed by-law or regulation
- The voting shall be conducted in a manner that is fair and ensures the confidentiality and security of the paper ballots or the votes cast in electronic format
- On or before the day the votes are counted, the President shall appoint two members who shall act as scrutineers of the election
- Where the vote was carried out using a paper format, the Registrar shall ensure that ballot envelopes are deposited in a locked box and at the prescribed time shall open the ballot box in the presence of the two scrutineers and the scrutineers shall examine the ballots and count the number of votes cast for each candidate and record the number of votes cast and the number of spoiled ballots in a book provided for that purpose by the Council
- Where the election was carried out in electronic format, the Registrar and the scrutineers shall access the electronic voting system and review the results of the votes cast and record the results in a book provided for that purpose by the Council.

Recounting Procedures

- The Registrar shall destroy all paper ballots or electronic records related to the vote twenty-one days after the results of the vote have been made available to members, unless a recount has been requested
- If the Registrar receives a request for a recount from a member accompanied by a fee of \$200 within 20 days, a recount and/or review of the electronic voting shall be presided over by the Executive Director which shall include:
 - Notifying members of the recount and the date that it will be performed, which date must be within 30 business days of the receipt of the request for recount. The notification to the membership must be at least 15 business days in advance of the recount date

- Members may choose to be present for the recount and may exam the ballots or results of the electronic voting in a method described by the Executive Director
- Ensuring that the ballots are recounted, or the electronic voting results are reviewed in accordance with the provisions above
- Reporting the results to the membership within 5 days of the date of the recount.

Electronic Meetings

For the purposes of this by-law “electronic meeting” includes telephone conference calls and video conferencing (e.g., Zoom, GoToMeeting) where two-way communication is permitted. Communication can include voice telecommunication or and electronic communications.

Council and Committees may use electronic meetings at the discretion of the President/Presiding Officer/Chair (as the case may) provided that the following conditions are met:

- All invited members must be provided notice of the meeting and how to access it in advance of the meeting
- All invited members must have access to at least one channel of the electronic meeting so that they are able to participate
- Where any invited member does not have a view of the materials being presented, materials are to be provided via email
- Provisions related to electronic meetings in their manual of practice, if any, are followed

The Annual General Meeting or a Special Meeting of the Membership can be conducted using electronic meetings solely or using electronic meetings in conjunction with face-to-face meetings at the discretion of the President where:

- Advanced notice of the electronic meeting and how it can be accessed is provided to members at least 15 business days in advance of the meeting
- Voting on by-laws or regulations is not permitted

Communications

Communications regarding voting or meetings will be delivered to the member’s address of record in the case of regular mail and the member’s communication email address filed with the AOLS in the case of electronic mail.