

Procedure Name	<b>Email Voting</b>		
Procedure #	507	Category	GOVERNANCE
Steward	Board of Governors	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	Feb. 27, 2025

## PROCEDURES

1. All e-votes will originate with the Corporate Secretary and the subject line will include the word "E-Vote".
2. All matters brought before the Board for an e-vote will have proposed timelines listed. At a minimum, these timelines will include the proposed date and time for voting to close. A read receipt will be sent with the e-vote to notify the time and date of when the email was opened.
3. If the subject matter for an e-vote has not been discussed at the preceding Board meeting then the **minimum amount of voting time is 5 days**, to allow for a sufficient period of on-line discussion, if necessary. If the subject matter has been discussed, then the **minimum amount of time to vote is 24 hours**. The Chairperson or Vice-Chair, at his or her discretion and with due attention to the complexity of the subject of the motion, can shorten the minimum time to vote on a new subject matter to no less than 24 hours. In the event the voting time is shortened, a text prompt will be sent to all Board members notifying them of the voting timeline. In all cases, the voting time shall not exceed 10 business days.
4. To begin discussion on a motion, there should be a mover and seconder first, pre-arranged by the Chairperson or Vice-Chair authorizing e-vote, and then discussion can follow. The motion should be worded as a motion. Information related to the motion may be distributed with the motion via email with a briefing note/meeting transmittal.
5. Comments must be circulated as "reply all" and should be clearly marked as comments by preceding the discussion with the word comment.
6. In order to have a valid e-vote take place, such a vote must meet the Board's requirement for quorum.
7. When Board members cast an e-vote, they must "reply all" so that all other Board members may see how they have voted, unless there is a need for a secret ballot.

8. The Corporate Secretary shall receive all votes cast and share the results of the e-vote with the Chairperson or Vice-Chair.
9. The Chairperson, Vice-Chair or Corporate Secretary shall communicate the result of the e-vote to the Board within one business day after the close of the vote.
10. The outcome of e-vote motions shall be presented to the Board at the following Board meeting for affirmation that the e-vote occurred and to ensure that the results are accurately recorded and officially documented in Board minutes.