

Procedure Name	Email Voting		
Policy #	507	Category	GOVERNANCE
Steward	Board of Governors	Date Approved	July 1, 2023
Next Review Date		Date Reviewed or Revised	

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 **maximum amount of vote 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 extend the timeline to no longer than 10 business days for new subject matter and 5 business days if discussion already occurred.
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.