Policy for E-Voting

Category: Board of Governors
Number: BO7
Responsibility: Board of Governors
Approval: Board of Governors, February 4, 2016
Amendments: Every 5 years or as circumstances or legislation warrant

PURPOSE
The purpose of this policy is to ensure that the Board of Governors and all standing committees of the Board are using a consistent method when conducting e-votes.

SCOPE
This policy is not intended to replace board matters that would require a decision. This policy is only to be used for routine matters that have been previously discussed and reviewed by committees.

POLICY
i) The motion is forwarded to the appropriate chair
ii) The Chair approves the motion and forwards the document to the Board secretary
iii) The secretary forwards the motion to the appropriate committee for voting and advises them of the deadline for decision
iv) Committee members, move, second and vote by indicating they are for or against the motion and add their electronic signature (full name typed) at the bottom of the email, and send their vote to all (reply all)
v) The secretary tallies the votes and forwards the results to the committee’s Chairs and copies the committee members. The Chair will inform the committee of the result of the vote
vi) The motion whether carried or defeated is added to the next meeting minutes or added as an addendum to the previous meeting’s minutes, as appropriate.