



## **POLICY: VOTING POLICY**

The AFP Ottawa Chapter hereby establishes policy with regards to all methods of voting (in person, mail, electronic) on Chapter matters.

It is the intent of this policy to allow the chapter and its members a reasonable amount of flexibility and ease in voting, while ensuring adherence to chapter bylaws, and federal (or Provincial) laws regarding voting by the members and board of directors of nonprofit corporations.

### **Member voting on all matters, (EXCLUDING election of directors)**

Voting by eligible members on all matters, excluding the election of directors and officers, may be conducted in person, by mail, or electronic media provided to the extent permitted by the Province of Ontario.

### **Votes of the Board of Directors**

Voting by the Board of Directors at meetings of the board may be conducted in person or by electronic media to the extent permitted by the Province of Ontario.

Votes of the Board of Directors may be taken without a meeting of the board via ballots or electronic media, as long as quorum is met and as allowed by the Province of Ontario.

The Chapter President shall decide in advance of a vote what method, or combination of methods, shall be utilized in the compilation of votes on a particular issue.

All chapter officers are authorized to request a call for a vote between meetings.

In the case of a vote by the board held outside a meeting, the notice of the vote must be made to all members of the board and the voting period must be open for at least 15 days or until a majority is reached.

### **Election of Directors and Officers**

Voting to elect directors and officers shall take place in person, electronically and by written ballot at the chapter's annual meeting as provided in the AFP Ottawa Chapter Bylaws, approved July 12, 2014.

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**Only eligible AFP Ottawa Chapter members may participate in the vote.**

### **Special elections**

**Special elections may be taken from time to time as needed, and as determined by the Chapter Board of Directors.**

**Voting by eligible members may be conducted in person, by mail, or electronic media provided however, that a single medium shall be employed for each vote, to the extent permitted by the Province of Ontario.**

### **Electronic voting**

**Electronic voting is defined as any electronic method, permitted by the Province of Ontario, utilized to call, count and confirm an AFP Ottawa Chapter vote. Acceptable methods are either e-mail or online via a website form or voting tool.**

**In the case of an electronic vote by the membership, official notice of the opportunity to vote must be made to all members at least 15 days prior to the vote or in the case of special meetings, 30 days' notice.**

**A reasonable timeframe for receiving electronic votes from the membership shall be given after official notice is given on the issue to be voted upon, after which a count of all the votes received shall be compiled.**

**Electronic votes received shall be honored as if the vote from that person was given in writing, and therefore, the electronic vote carries the same weight.**

**The Chapter President shall decide in advance of a vote if one or more electronic voting methods shall be utilized in the compilation of votes on a particular issue.**

### **Proxy**

**Voting may be conducted by proxy, and such proxies may be submitted in writing by mail, or electronically. If an AFP Ottawa Chapter member is unable to participate in a vote, he/she may give their proxy vote to another eligible member, providing that they are a qualified voting member of AFP Ottawa and in good standing and that AFP is provided with a signed copy of the proxy note.**

**EFFECTIVE DATE: October 16, 2014**

**LAST REVISED OR REVIEWED: December 2017**

**SUBJECT TO REVIEW: December 2020**

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