

VOTING POLICY

Purpose

The purpose of this policy is to formalize procedures and best practices for voting to ensure the greatest participation of members in Association elections and ballot decisions.

This policy supersedes the Absentee Voting Policy, 2016.

Authority and Scope

This policy is meant to work in conjunction with:

- The Canada Not-for-Profit Corporations Act, which defines the electoral process common to all federally-incorporated not-for-profit corporations;
- Articles 5.04, 5.05, and 8.01 of the Association's bylaw, which outline the process of nominations and elections for directors of the Association, as well as the role of the Association's Governance Committee in the electoral process;
- Article 4.11 of the Association bylaw, which allows for voting and participation in Association meetings by electronic means; and
- The Nominations and Elections Policy.

As a federally-incorporated not-for-profit organization, the Association is governed by an elected Board of Directors. All Individual members are voting members and encouraged to participate in all voting measures, including the elections of Directors.

Voting Members

As per Association bylaw, all Individual Members and Fellows are eligible to vote in Association ballot measures, including elections. These members are referred to as voting members.

Electronic Voting

The Association is committed to ensuring that all voting members are able to participate in ballot decisions, including elections. To promote active participation in voting measures from Individual members across the country and around the world, the Association uses an electronic voting system that can be accessed from any Internet-

enabled device in any location. This system is confidential, secure, and meets all obligations set out in Association bylaw Article 4.11.

Alternative Format Ballots

The Association will make available, upon request, ballots in an alternative format. Requests for alternative format ballots must be made in writing (email is acceptable) to the ACA Vice President before an election has closed. This provision is intended to foster participation from voting member who do not have access to a reliable Internet connection and/or those members with an accessibility need that cannot be accommodated by the electronic voting system. Voting members are encouraged to cast their ballots using the electronic voting system when possible to maintain an efficient and effective voting process.

ACCOUNTABILITIES

General Principles

Association members are bound by the Volunteer Code of Conduct when participating in Association business, declaring conflicts of interest, and maintaining confidentiality of information. Employees and contractors of the Association are bound by the terms of their job descriptions or contracts regarding the handling of their duties; in the absence of any specific terms, this policy and the Volunteer Code of Conduct will apply as best practices documents.

Board of Directors

The Board of Directors approves all voting measures for approval by members. As chair of the Government Committee, the Vice President is responsible for coordinating any business related to a voting measure. This role or any task related to elections may be designated to another Board member or Committee member at the discretion of the Vice President or if the Vice President is unavailable.

ASSOCIATION BUSINESS REQUIRING A VOTING MEASURE

The Annual General Meeting

Traditionally, the Association has conducted all of its voting measures at its Annual General Meeting and in person or by registered proxy. With the approval of this policy, most Association voting measures will now be decided using an electronic voting system. Electronic (or online) voting allows the Association to conduct its business

outside of this annual meeting, by distance, and as necessary throughout the year. Some business may still be conducted in person at the Annual General Meeting at the discretion of the Board of Directors. This may include, but is not limited to:

- Calling the meeting to order
- Approval of the agenda
- Approval of the minutes
- Acceptance of committee reports
- Adjourning meeting

Elections

Any necessarily elections will take place immediately after the Annual General Meeting. As per the Nominations and Election Policy, elections for Association directors will open on the day following the Annual General Meeting. Voting will take place using the electronic balloting system and will remain open for at least 7 days. The results of the election will be announced to members no later than 3 days after the close of the election.

Other Business

Other business presented or arising at the AGM and requiring a vote of membership will be included as a ballot measure along with the elections.

VOTING PROCESS

Initiating an Online Vote or Ballot Measure

Once the Board has recommended a voting measure, the Vice President will initiate an vote using an electronic balloting system. Each voting measure will typically occur in a 2-week cycle as follows:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Day 1		
	Day 5			Day 8		
Day 11			Day 14			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						AGM
Day 1				Day 5		
Day 8			Day 11			Day 14

Day 1: The Vice President will inform members of a voting measure. This communication will include a reminder to members to ensure that their contact information is current and accurate in the Association membership system. This communication may also include any necessary background information about the measure to ensure the accountability and transparency of the Association and its governance.

Day 5: The vote is opened. Typically, this is accomplished by an email sent directly to each voting member through the electronic balloting system and which includes a unique code that will allow members to participate in a confidential, secure and compliant vote. The ballot measure will remain open for a minimum of 7 days.

Day 8: The Vice President will send an to voting members to remind them of the open vote and encourage them to cast their ballot.

Day 9: The Vice President will confer with the Governance Committee and the Board to determine if the voting period should be extended beyond the 7 days. If not,

Day 11: The voting is closed. Results are reviewed by the Vice President to ensure quorum has been met (5% of voting members as per the Association bylaw). Results will be communicated to the Board for further action.

Day 14: The Vice President will inform members of the result of the vote and any subsequent actions necessary.

ELECTRONIC VOTING SYSTEM

Selection of a Third-Party System

Presently, the Association does not have the capabilities to develop a purpose-built online voting technology. Until such time, the Association will contract a third party to provide voting services. The selection of a third-party system for managing online voting and/or electronic ballot measures will be coordinated and approved by the Board. In accordance with the Association bylaw, this platform must provide confidential and secure elections in compliance with the Canada Not-for-Profit Corporations Act and any relevant accessibility legislation (e.g., The Accessibility for Ontarians with Disabilities Act).

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