

## **ONTARIO REGION POLICY - VOTING BY EMAIL**

- Email votes will be used only when the issue can't wait until the next meeting, held either in person or on zoom. They are intended to be exceptions rather than standard practice and limited to non controversial items.
- Motions for an email vote must be sent first to the President with a mover and seconder, in order for the President to determine whether the motion is appropriate for email before being sent to the Board as a whole. Any debate that becomes divisive or contentious online will be suspended until Board members can meet.
- A single email string for the discussion must be followed. If necessary, the Secretary will combine comments into one string if more than one occurs at the same time.
- No vote will be cast until Board members have had an opportunity to ask questions and speak for or against the motion. Votes may be cast only when the President has called for the vote.
- Once the vote has been called, votes must be submitted individually to the Secretary who will tabulate the results.
- At least two thirds of the total number of Board members must vote in favour of an email motion in order for it to pass.
- Board members must signal their vote on the motion by a specific day and time to be determined by the President. The vote result will not be declared until the specified day and time have passed.
- Email votes that carry must be brought to the next Board meeting and affirmed so there is a record in the minutes.

**Approved by the Ontario Region Board June 5, 2024**