

## Advance Electronic Voting Policy

### **Procedure**

1. The Registrar, on behalf of the Board or a committee, shall cause a notice of advance voting on matters related to by-laws, proposed amendments to by-laws or any other matters related to the affairs and procedures of the College at least 45 days prior to the date of the annual general meeting or such other time as a voting period may conclude.

2. The notice will be delivered to all eligible voters via email/e-bulletin to the most recent primary email address identified by the eligible voter on the College records. It is the responsibility of all members, students and public representatives to update the College of any change in contact information.

An unintentional omission to deliver a notice of advance voting does not invalidate the results of advance voting.

3. Voting will be conducted using an electronic voting system. Where individual voters are unable to access the electronic means for voting, a mail-in ballot may be requested at least 7 days prior to the end of the voting period.

4. All matters subject to advance voting shall require a majority affirmative vote by eligible voters who cast a ballot by the deadline determined by the College in order to be approved.

### **Communication**

A member information session must be held on matters related to by-laws or proposed amendments to by-laws prior to opening advance voting on such matters.

Results of voting will be communicated to eligible voters electronically and/or announced at the annual general meeting of the College.