



## Electronic Motion and Voting

Policy Number: 2021-003

Date Authorized: November 2021

To be reviewed: November 2024

### **Purpose or intent**

This policy is intended to articulate the policy and procedures for conducting voting by email.

### **Background**

Electronic media have become increasingly vital means of communication and decision-making. During the pandemic, electronic (virtual) meetings and voting were required to keep individuals safe and compliant with pandemic restrictions while conducting business. To facilitate and maintain the use of electronic media, the government of Alberta passed Bill 53: Service Alberta Statutes (Virtual Meetings) Amendment Act, 2021 retroactive to August 15, 2020. This Bill allows organizations to continue to meet and make decisions virtually as long as their bylaws do not prohibit it.

TML Board believes that voting by email allow the Board to conduct business efficiently and quickly when deemed necessary and convening a meeting is not possible or too onerous.

### **Policy Statement**

TML Board may conduct voting by email by adhering to the procedures outlining the presentation of the motion, its discussion/debate and voting procedures.

### **Procedure**

1. All board members must have access to the necessary equipment for participation in an e-vote.
2. Any two members of the executive committee (chairperson, vice-chairperson, secretary and treasurer) may determine that an e-vote is appropriate and necessary by considering urgency, time to next meeting, appropriateness of on-line rather than in-person discussion, level of controversy and any other relevant issues.
3. The chairperson or secretary, in consultation with the executive committee, shall develop the timeframe for the discussion/debate and the e-vote.
4. The chairperson or secretary shall send the inciting email notice which must include the word "motion" in the subject line. The motion must be in the first lines of the message and be constructed, 'Name of member' moves that (or to) ..." and must include the entire wording of the proposed motion. Supporting documentation, background, financial implications and rationale can follow the clearly stated motion.
5. A minimum of 48 hours shall be provided to members via email by the chairperson or secretary in order to discuss, ask questions, make clarifications, provide information and debate. All communications of this discussion shall be to all members using "reply all".



6. When the time allotted for discussion/ debate has expired, the chairperson or secretary shall put the motion to the members in a new email using the word “Vote” in the subject line and restating the entire motion in the email. This email shall include the time frame/deadline for voting – [a minimum of 24 hours] - clearly stating when the vote shall be closed.
7. Members shall reply by stating, “I vote yes” or “I vote no” in the first line of the response using ‘reply all’ so that all members can observe the vote.
8. Any votes received after the established deadline shall not be counted.
9. The secretary shall tally the votes and report the result of the vote to the members. There must be a quorum of votes cast.
10. The secretary shall compile and maintain the complete thread of the motion and its disposition.
11. The secretary shall prepare the minutes of the vote and may send the minutes marked draft to all members.
12. The motion shall be included in the next regular meeting and be subjected to a vote as per usual procedures for motions.

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Randy Lacey, Library Chair

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Date