



POLICY & PROCEDURE

Administrative
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TOPIC: MAIL IN BALLOTS

Mail in ballots are permitted when a College member is unable to attend the Annual General Meeting at which an election for Council position(s) is to be held.

The procedure followed for mail in ballots is as follows:

1. The membership is notified of the names of those who are seeking election to Council 30 days in advance of the Annual General Meeting. If the number of names brought forward is equal to the number of vacancies, no voting will take place and the incumbents will be declared by acclamation. If an election is to be held, each member receives a "Request for Mail in Ballot" form with their notice of meeting. The form must be completed by the member and sent to the CPM office allowing enough time to process the application, send the ballot to the member and have the ballot returned to the office.
2. When the application is received by the CPM office, a ballot is sent to the member with a return envelope which is marked only with the member's registration number. This procedure is followed to ensure that members do not vote twice, if they decide to attend the meeting.
3. The member completes the ballot form, and returns it in the envelope provided. Once the ballot is received by the office, it is not opened. The member's number is recorded in order that the member is marked as having cast his/her vote. The envelope with ballot inside is left sealed and stored in a safe place until the AGM.
4. At the AGM, the envelope containing the ballot is opened at the same time as the other votes are being tallied.
5. A motion to destroy all ballots (including the mailed in ballots) is made at the AGM. Following the AGM, the ballots are returned to the CPM office and shredded.

Mail in ballots are used only to determine election to the Council. Voting by the membership on other items, such as approval of Regulations, bylaws or other documents, is carried out after the membership present at a meeting have had an opportunity to discuss the issue, ask questions and amend the document. Therefore, mail in ballots are not allowed for voting on topics where a document could be amended or absent members are unable to make informed decisions without the advantage of hearing the discussion.

LEGISLATIVE REFERENCE:

By-laws Article 4