



POLICY & PROCEDURE

Administrative
Number: 8.33

Approved By Council: November 13, 2003
Issued:
Updated:
Replaced:

TOPIC: VOTING PROCEDURE/ COUNTING BALLOTS

Mail in ballots are permitted for the election of new Council members. Proxy votes are not allowed.

Voting on issues such as new Regulations or By-laws is only permitted by those members who are in attendance at an annual or special general meeting, if the quorum is met. Quorum for the AGM is 5% of the membership entitled to vote. Quorum for a Special Meeting is 20% of the College membership entitled to vote. Voting may take place by a show of hands or by ballot, at the discretion of the Council Chairperson. The Chairperson does not vote. In the event of a tie vote, the Chairperson then votes to break the tie. Public members are allowed to cast a vote.

Calculating votes:

Two members in attendance at the annual or special meeting are appointed by the assembly to be scrutineers. As well, one Council member assists in the counting of ballots.

A majority of more than half of the votes cast is required for the motion to pass (i.e. the majority of twenty votes are 11, the majority of 21 votes are 11, the majority of 22 votes are 12).

Once the votes are collected and counted, the results are reported to the chair by one scrutineer. The Chair reports in such a way that all present can hear but should not indicate which side prevailed the Chair merely reports numerical results and subsequently declares which side prevailed.

Abstentions have no effect on calculation of votes and need not be called for by the Chairperson. A unanimous vote is a vote in which no present voting member votes contrary to the others.

REFERENCE:

Robert's Rules of Order
By-laws, Article IV: Meetings 1.4, 2.4