



POLICY 1.10

Email Polling and Electronic Voting Policy

Department: Administration

Date Approved:

June 9, 2017

Rescinds:

Board Res. No:

709/06/09/17

Purpose

The purpose of this policy is to establish guidelines for the use of email polling and electronic voting with regard to the decision-making authority of the PRWMC Board of Directors. The purpose of a poll is to provide direction for Administration on matters to be brought to the Board at a regularly scheduled meeting.

Scope

This policy will outline the circumstances where email polling and electronic voting are permitted and will detail the guidelines for their use.

Definitions

For the purpose of this policy,

Polling is defined as "The collection of opinions on a subject."

Voting is defined as "A formal expression of choice regarding approval of a motion."

Policy

1. Email polling may be used by the General Manager to obtain direction from individual Board members regarding matters of a time sensitive manner so that decision documents can be prepared in advance of regularly scheduled Board meetings.

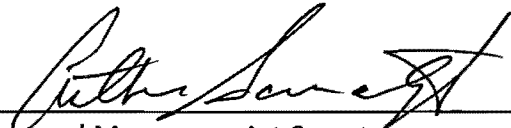
Electronic voting will only be used for time critical matters and it is not possible to convene a special meeting or teleconference meeting of the Board with representation from each of the member municipalities.

2. At the discretion of the Board Chair, electronic voting may be used to help facilitate decisions of the Board in accordance with the following:
 - a. Once the Board Chair has consented to an electronic vote on any matter, the General Manager should verify the availability of Board members to participate in the information sharing and voting process.
 - b. In recognition that decisions are being made using email communication in lieu of a face-to-face meeting, extra effort will be made to ensure that members are provided with sufficient background materials and adequate documentation to support the request for a decision.

- c. All communication will be shared as a group email with all members copied on correspondence including questions, responses and general commentary. All members will select "reply all" when providing comments so that these will be shared simultaneously with all members and a record will be kept of the email exchange.
- d. A clear rationale will be given to the members to explain why a motion is necessary. The question to be answered will be stated clearly in the form of a specific resolution provided for members' consideration. Respondents will be asked to vote upon the resolution.
- e. In the event of an electronic vote, a reasonable and adequate time will be determined for members to respond to the request for a decision. Members will have the opportunity to declare a conflict and not participate in the vote. Every effort will be made to obtain a response from each member (i.e. allow each person to register their vote). The resolution shall be deemed to have been approved only if, by the end of the time period specified, the Board Secretary has received approval responses from a majority of the voting members. Non-response to an electronic vote will be considered an abstention. Voting records will be kept.
- f. A resolution approved by electronic voting is required to be ratified at the next PRWMC Board meeting.
- g. The General Manager or Secretary shall prepare a summary document noting the purpose of, and any decisions resulting from, the electronic exchange including any subsequent resolutions.



Chair – Doug Dallyn



General Manager – Art Sawatzky