

**ONTARIO ASSOCIATION OF COMMITTEES OF  
ADJUSTMENT AND CONSENT AUTHORITIES  
ELECTION & VOTING POLICY**

**Procedures for Election of Directors:**

**Declaration of Election**

1. The Chair of the Nominating Committee for the Association shall notify the OACA membership of the following, no later than sixty (60) days prior to the Annual General Meeting, through the Association's e-mail broadcast system:
  - That an election is being held for the position of Director;
  - The time and dates for the holding of the electronic vote;
  - The names of those individuals nominated for the position of Director
  - That further information regarding the procedures for voting will be distributed electronically to all OACA members, eligible to vote, prior to the commencement of the voting period.

**Appointment of Election Officials**

2. The Chair of the Nominating Committee shall act as the Returning Officer and shall, at a minimum, appoint one Assistant Returning Officer.

**Information to Electronic Voting System Supplier**

3. The Returning Officer shall provide the supplier of the electronic voting system with the following information:
  - The names and individual e-mail addresses of all eligible voters (i.e. FULL members in good standing) prior to the commencement of the voting period;
  - The names, titles, short bio and photo of each nominee for the position of Director;
  - The times and dates for the holding of the vote;

## **Eligible Voter Information E-mail**

4. Each eligible voter on the list of voters supplied to the electronic voting system supplier will be sent a personalized voter information e-mail. This e-mail will be sent through the Association's e-mail broadcast system by the electronic voting system supplier to the individual e-mail address identified for the voter in the Association's membership database and will contain:
  - a. The Direct Vote Link with the unique authentication credentials;
  - b. Instructions on how to vote;
  - c. Dates of voting;
5. Voter information e-mails that are returned as undeliverable will be recorded and the eligible voter will be contacted by the Returning Officer (or designate) to obtain an alternate e-mail address to which the voter information e-mail can be sent. In the event that an alternate e-mail address cannot be provided, the contents of the voter information e-mail will be sent via first-class mail to the mailing address for the eligible voter, as contained in the Association's membership database.
6. Where an eligible voter has lost their Voter Information e-mail or did not receive it, they may contact the Returning Officer in order to receive their number. Only individuals who can provide pre-defined identifying information will be able to access this information. Any information to be provided will be sent via e-mail to the e-mail address listed for the individual in the Association's membership database.

## **Additions to the List of Eligible Voters**

7. An OACA member who qualifies to become an eligible voter by April 30<sup>th</sup> of that year. Upon becoming eligible to vote, the individual's name will be added to the list of eligible voters and assigned a Personal Identification Number (PIN). The PIN and all other required voter information will be sent to the eligible voter via e-mail.

## **Voting Process**

8. In order to cast their vote, eligible voters will utilize the electronic voting system adopted by the Association. Through this system:
  - a. Eligible voters will be required to access a designated internet address and cast their vote/s;

- b. Every eligible voter shall be limited to only one vote using their Personal Identification Number (PIN) distributed to them via a personalized Voter Information e-mail.

## **Results**

9. Upon the expiry of the voting period, the Returning Officer will obtain and review the results for each candidate provided by the electronic voting system supplier. In the event of a tie vote, the Returning Officer will request that the electronic voting system supplier re-tabulate the results for each candidate.
10. Official results of the vote will be publicly reported to the Association membership at the Annual General Meeting and will be subsequently communicated to all OACA members through the Association's e-mail broadcast system.

## **Tie Vote**

12. If following a re-tabulation of the results, a tie vote remains such that two or more candidates who cannot both or all be declared elected have received the same number of votes, the President shall choose the successful candidate/s by lot. The names of the tied candidates will be placed in a hat and the President, in the presence of the Returning Officer, the Assistant Returning Officer/s and the tied candidates will draw the required number of names from the hat. The name/s drawn by the President will be declared the successful candidate/s.
13. The selection of the candidate/s by lot will occur on a date acceptable to all the parties involved prior to the commencement of the Annual General Meeting.

## **Voting**

Voting by the Association, where appropriate, shall be done electronically in accordance with the Constitution.

## **Election Materials**

Any electronic voting events report may be retained by the Association, as determined by the Board.

**Approved, as amended June 3, 2019**