

# OFHSA Guidelines for Electronic Voting

## A CAUTION:

OFHSA advises that decision-making should generally take place during meetings.

Electronic Voting cannot be used at the Annual Meeting. Refer to Federation Bylaws.

(Article XVI, 3i)

## E-Vote Time Frame:

Generally, a minimum of 24 hours to 48 hours' notice is provided to all voting members. The notice for an e-vote includes the motion and all relevant information.

## Contact OFHSA

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From time to time an electronic method (E-mail, Doodle Poll, Survey Monkey, etc.). of decision-making is deemed necessary for issues/matters requiring decisions in-between meetings. This method of decision-making should be used on a limited basis for items of immediate importance. Electronic Voting should never be the only method of decision-making used by OFHSA, Associations and Councils.

## Electronic Voting (E-Vote) Procedure:

1. Electronic Votes can be initiated, in consultation with the president, by a member.
2. The recording secretary shall keep the original electronic record of the e-vote for ratification at the first general meeting immediately after the e-vote is initiated.
3. The president, in consultation with the recording secretary, shall develop the communication related to the e-vote.
  - **The notice for an e-vote must include: the motion; the name of the mover and seconder of the motion; any supporting documentation for the e-vote.**
  - A time frame for discussion related to the motion must be included. Generally, a minimum of 24 to 48 hours' notice is provided to all voting members. Within the first 24 hours, members may engage in further discussions on the motion by using the "**Reply All**" to the e-mails and asking for an opportunity to debate the motion, to seek clarification or request additional information regarding the motion. During discussion, debate, clarification or additional information, all e-voting is suspended.
  - Through the use of Robert's Rules, friendly amendments to the motions could be utilized. However, OFHSA encourages that if a motion requires significant discussion, then the motion should be deferred to a general meeting.
  - Once discussion is closed, casting the vote to members is initiated, generally 24 to 48 hours is given until the vote is closed.
  - In the case of multiple motions, each motion must be conducted as a separate e-vote.

## Votes of "yea" or "nay" are returned to the recording secretary and recorded.

- Members not responding to the call for an e-vote are recorded as "no response". Where the number of "no responses" precludes the ability to make a decision on the vote, the president may extend, not longer than an additional 24 hours' time frame for the vote. A second call for an e-vote is sent.
- The results of the e-vote must be communicated to all members by the recording secretary. The recording secretary shall prepare a report; paper copies of the e-vote results are shared and attached as an appendix to the minutes at the next general meeting. Ratification of an e-vote is mandatory, accordingly all motions and outcomes are properly documented in the minutes.