

## **LUFA Policy on Distance Voting**

### **Preamble**

Several Members have expressed concerns about being unable to participate in votes because of sabbatical commitments or other reasons. LUFA emphasises that Members have an obligation to make every effort to participate in person in active self-governance including participating in elections and direct voting. Rather than creating a provision permitting proxy voting for elections to Executive positions, Constitutional amendments, and ratification of collective agreements, the LUF A Board has resolved to allow email and mail-in voting for members unable to attend in person *on a trial basis*. This Policy will be revised or amended when deemed necessary by the LUFA Board.

### **Policy**

All dispositions below apply to e-mail and regular mail ballots.

1. On the member's request, and only for voting on amendments to the LUFA Constitution, on the ratification of Collective Agreements and for elections to Executive positions, a distance voting ballot will be sent by the Secretary/Treasurer or a designate via the Member's designated GroupWise email account.
2. Members wishing to vote by distance ballot must advise the Secretary/Treasurer of their intention at least 14 calendar days prior to the election. The Member shall state in the request for which vote he/she is requesting to cast a distance ballot.
3. Upon receipt of such notice, the LUFA Executive will advise the Member that he/she is approved as a distance voter for that specific vote. The Member's name shall be identified on the list of Members as being a distance voter and will not be able to cast a ballot in person should he/she decide to be present at the meeting where the vote is taken.
4. The ballot must be voted and returned by the individual member, either electronically via their GroupWise email address, or by printed copy, before noon (Sudbury time) on the first day of the vote. If returned by printed copy, the marked ballot must be enclosed within a blank envelope, inside a second envelope that clearly identifies the Member, and mailed to the Association office.
5. Scrutineers will count ballots immediately after the vote/closing of the ballot boxes: if the number of distance ballots not counted is larger than the gap between two candidates or options, the results of the vote shall be withheld until all approved distance ballots are counted.

6. The Returning Officer or, in the case where that officer is under election, his or her designate, shall ensure that the Member is recorded on the Member's list as having voted, ensure that there is no member identification on the ballot on any ballot sent electronically or by mail, and hand these distance-voted ballots to the Scrutineers for deposit.

7. Nothing in this Policy precludes the LUFA Board from organising votes allowing distance ballots within the parameters of the LUFA Constitution when necessary.

Adopted by the LUFA Board on January 20<sup>th</sup>, 2012.