

POLICY ON TEMPORARY MEASURES DURING PERIODS OF LOCKDOWN

APPROVED BY THE NEC ON JUNE 25, 2021

Background

During periods of global pandemic resulting in stay at home orders, this policy sets out temporary measures to accommodate challenges faced by members in fulfilling the signature requirements contained in the Constitution and By-laws.

The purpose of this policy is to set out the terms of these temporary measures.

A – Solemn Declarations and Petitions

During periods of lockdown, the signature requirements regarding the execution of solemn declarations (contained in clauses 19.4 and 22.4 of the Constitution and By-law 11), and the signature requirements regarding the requirement for signatures in support of a petition (contained in clauses 20.1 and 37.1 of the Constitution and By-law 13.1), shall be fulfilled by providing an electronic signature in a verifiable format administered by the National Office.

Any member wishing to elect to provide an electronic signature shall send a request by email to the National Office at general@acep-cape.ca and provide the following information:

- a copy or reference to the document that requires their signature,
- a request for an electronic signature,
- their name,
- their email address, and
- the name of their department.

Upon receiving the request from the member and confirming that the member is in good standing, the National Office shall provide the member with an electronic copy of the document for their signature using DocuSign.

B – Elections and Resolutions

The signature requirements contained in by-law 3.5 regarding the signature of nomination forms and the verification of these signatures is administered by the Elections and Resolutions Committee.

Any member experiencing difficulties in fulfilling the requirement for signatures are to address their questions directly to the Elections and Resolutions Committee by sending an email to elections2021@acep-cape.ca. The Elections and Resolutions Committee may avail themselves of the temporary option provided in Section A above.