

NEC ELECTRONIC VOTING POLICY

Effective Date: February 27, 2026

1. PURPOSE

- 1.1. The purpose of this **NEC Electronic Voting Policy** (the “**Policy**”) is to permit, in exceptional circumstances, electronic voting on applicable NEC motions outside of a Regular NEC meeting, without requiring a Special NEC meeting to be called.
- 1.2. Electronic voting is intended to promote efficiency and minimizing the unnecessary use of CAPE resources, while preserving the integrity, transparency, and democratic nature of CAPE’s decision-making processes.
- 1.3. Electronic voting is not intended as a substitute for discussion, debate, or decision-making on substantive matters and shall not be used to bypass normal governance processes.

2. DEFINITIONS

- 2.1. In this Policy,
 - a. “**Electronic voting**” means the casting of votes by NEC members electronically through the use of information and communications technology, including secure online platforms, email-based systems, or other CAPE-approved electronic tools.

3. ELIGIBILITY

- 3.1. Only purely procedural or administrative NEC motions that are time-sensitive or cannot reasonably be deferred until the next regularly scheduled NEC meeting shall be eligible for electronic voting.
- 3.2. The following matters shall not be decided through electronic voting:
 - a. substantive policy decisions;
 - b. amendments to CAPE’s Constitution, By-laws, or Position Statement;
 - c. the imposition of discipline or trusteeship;
 - d. the suspension of a local, under article 22.20 of the Constitution
 - e. confidential or sensitive motions that would otherwise be made in-camera; or
 - f. any other exercise of discretion affecting individual rights or interests, or the rights or interests of CAPE.

4. INITIATING AN ELECTRONIC VOTE

- 4.1. An electronic vote may be initiated by the President where they determine that:
 - a. the proposed motion is purely procedural or administrative;
 - b. the matter does not reasonably require discussion or debate; and
 - c. an electronic vote is an efficient and appropriate means of decision-making in the circumstances.
- 4.2. The President's discretion under this section shall be exercised reasonably and in good faith, having regard to the nature of the motion and the purposes of this Policy.
- 4.3. Alternatively, an electronic vote shall be initiated on the written request of at least five (5) NEC members to the President's office that a purely procedural or administrative motion be decided through electronic voting, and it is reasonably determined by the President that the motion satisfies the eligibility requirements set out in this Policy.
- 4.4. All NEC members shall receive written notice of an electronic vote, which must include:
 - a. the exact wording of the proposed motion, in both official languages;
 - b. the rationale for the electronic vote;
 - c. any relevant supporting documents;
 - d. the call for a seconder;
 - e. the last day in which a NEC member may express the need for debate or object to an electronic vote on the matter;
 - f. the opening and closing dates and times of the voting period; and
 - g. instructions on how to cast a vote;
- 4.5. Sufficient information must be provided to allow NEC members to understand the procedural effect of the motion.

5. VOTING PROCEDURE

- 5.1. An electronic vote is conducted under the responsibility of a Scrutineer, who will normally be the President or their delegate.
- 5.2. The Scrutineer shall record the vote and abstain from voting on electronic votes.

- 5.3. Electronic voting shall be conducted using a secure and accessible platform authorized by CAPE or by replying to the electronic voting email with their vote (in favour, opposed, or abstaining). The NEC members' replies must be recorded and shared with all other voting members and the Scrutineer.
- 5.4. The Scrutineer shall allow a period of a least three (3) business days to receive written expression of a seconder to the motion and any interest to debate the motion and/or object to the electronic vote.
- 5.5. If the Scrutineer receives a written request from at least five (5) NEC members expressing the need to debate the motion and/or objections to an electronic vote or fails to receive a seconder to the motion, the electronic vote will be cancelled.
- 5.6. The voting period is determined by the Scrutineer, which shall be no less than three (3) business days and shall not exceed five (5) business days, unless otherwise reasonably necessary due to the nature of the motion.
- 5.7. NEC members must declare any conflicts of interest related to the motion and recuse themselves from voting if appropriate. This must be communicated by replying to the electronic voting email to all other NEC members and to the Scrutineer.

6. QUORUM AND VOTING THRESHOLDS

- 6.1. For the electronic vote to be valid, a quorum of at least half (50%) of NEC members must participate.
- 6.2. Members may indicate their intention to abstain from voting. Abstentions count towards quorum, but do not count for or against the motion.
- 6.3. A motion is carried if it receives a simple majority (50% + 1) of votes in favour from the participating voting NEC members.
- 6.4. If the electronic vote does not reach quorum, the Scrutineer will determine the next steps. This may include re-initiating the vote with a new voting period or deferring the motion to the next NEC meeting. The Scrutineer must communicate its decision with NEC members.

7. OUTCOME OF ELECTRONIC VOTE

- 7.1. Within twenty-four (24) hours after the voting period ends, the Scrutineer shall send a voting results email to all NEC members. This email shall indicate the:
 - a. motion's outcome;
 - b. vote count for each option (in favour, opposed, or abstaining); and
 - c. names of NEC members who voted for each option.

- 7.2. If the motion is carried, it comes into effect immediately upon the sending of the voting results email.
- 7.3. The results of the electronic vote, including the motion's text, voting results and any applicable conflicts of interest, must be reported at the next regular meeting of the NEC by the Scrutineer. These details shall be included in the meeting's record of decision.