

Electronic Signatures Policy

Effective Date: May 29, 2026

1. Purpose

- 1.1. The purpose of this **Electronic Signatures Policy** (the “**Policy**”) is to establish clear, consistent, and secure rules governing the use of electronic signatures within CAPE.
- 1.2. This Policy is intended to supplement, and not derogate from, CAPE’s governing documents, including its [Constitution and Bylaws](#), and other [Policies](#).

2. Application

- 2.1. This Policy applies to all CAPE forms requiring a member’s signature.

3. Definitions

- 3.1. In this Policy,
 - a. “**Electronic Signature**” means an electronic method of signing that identifies the signer and indicates the signer’s approval of the information contained in the electronic record, including but not limited to drawn signatures using a pointing device and certificate-backed digital signatures.
 - b. “**Wet Signature**” means a handwritten signature applied in ink to a physical document.

4. Validity of Electronic Signatures

- 4.1. An electronic signature made in accordance with this Policy is valid and binding.
- 4.2. Where a signature is required in connection with a CAPE form, CAPE may accept either a wet signature or an electronic signature, except where some other provision of law or CAPE’s governing documents precludes CAPE from accepting an electronic signature, or where CAPE determines in its sole discretion that a wet signature is necessary due to the nature or significance of the document.
- 4.3. An electronic signature shall have the same force and effect as a wet signature, provided that it:
 - a. is associated with the individual signing;
 - b. demonstrates the individual’s intent to vote or approve the matter; and
 - c. complies with CAPE’s governing documents.