

College and Association of Nurses of the Northwest Territories and Nunavut



Category: BOARD

POLICY NAME	Electronic Voting	POLICY NO.	B8
EFFECTIVE DATE	December 11, 2024	DATE OF LAST REVISION	2010, 2020
		VERSION NO.	3
APPLIES TO Apply group names to define applicable areas of staff.			
Board of Directors, Committees of CANNN			

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Board of Directors	2010		Executive Director
2	Board of Directors	2020		Executive Director
3	Board of Directors	2024	Updated; new format	Executive Director, Megan Wood

PURPOSE

Describe to what and to whom this policy applies.

This policy applies to virtual or electronic voting at meetings and votes in addition to meetings of the Board and Committees of the College and Association of Nurses of the Northwest Territories and Nunavut (CANNN).

POLICY

Quorum: A vote of the Board of Directors by virtual or other electronic means on a matter of business authorized by the President without calling a meeting requires a quorum of 50% plus one of the current voting members of the Board.

Method: The Chair of the meeting or the person conducting the vote will clearly establish the method to contribute to the discussion and to vote electronically e.g.: raise hand, reply all, etc. prior to any discussion on the motion and the vote.

PROCEDURES

1. The President, Executive Director, or delegate will provide the Board of Directors or Committee with background information about the issue on which they are asked to vote.
2. A motion is established by the President, Executive Director or delegate.
3. The Chair of the meeting or the person conducting the vote establishes the method of response and voting.
4. The Board or Committee will include all present for any discussion on the motion, except if a member withdraws from the discussion due to a conflict of interest.
5. The Executive Director or delegate shall monitor/record all votes. The Executive Director or delegate will record the electronic vote as minutes which will be approved at the next Board or Committee meeting

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION

CONDITIONS AND EXCEPTIONS

Describe exceptions here.

N/A

AUTHORITY AND ACCOUNTABILITY

List the job titles and business offices directly responsible for the policy.

ROLE	RESPONSIBILITY
CANN Board of Directors	Governed by NT Nursing Profession Act (2023) S.22.(2), NU Nursing Professions Act (2023) S.18, Bylaw 5.2, 5.3. The Board of Directors has the authority to revise this Policy as required.
Executive Director	The Executive Director is accountable to the Board for the implementation of this policy and may delegate any administrative tasks as required.