



POLICY 2.16
COUNCIL GOVERNANCE

Email Voting

POLICY INTENT

The basics of voting at AUSU are described in AUSU Bylaws, but there is often a need to pass motions via email. The following policy exists to ensure this voting process is transparent and consistent.

POLICY

Definitions

2.16.01 For the purpose of email voting, quorum and majority will be as indicated in AUSU Bylaws.

Email Voting

2.16.02 When a vote of Council is necessary between scheduled Council meetings, or as council deems appropriate, email motions are an acceptable way to conduct Council business.

2.16.03 All email motions shall be sent using the appropriate group email address for AUSU Council or an AUSU committee.

2.16.04 All councillors in the appropriate group email address are required to take part in the discussion and vote on the motion.

2.16.05 All discussion and voting must be sent to the appropriate group email address.

2.16.06 All email motions shall be put forward using the following process:

- a. Email motions will be sent by the Council or committee chair;
- b. The subject line shall include the word "Motion" and a brief title for the motion;
- c. The motion shall be stated in the body of the email; and then
- d. The motion is considered moved by the sender and requires a seconder from the remaining eligible Councillors or committee members.

2.16.07 A motion may not move forward to discussion or vote until it is seconded.

2.16.08 Once seconded, the motion will then be open for discussion, and the discussion will continue until one of the following occurs:

- a. Each eligible voter declares their readiness to vote, OR
- b. The discussion period has lasted five full calendar days, OR
- c. There has been no discussion regarding the motion for three (3) full calendar days.

2.16.09 The Council or committee chair shall declare the end of the discussion period.

- 2.16.10 All email motions shall be voted on using the following process:
 - a. The mover will start a new email thread;
 - b. The subject line shall include the word "VOTE" and a brief title for the motion;
 - c. The motion, mover and seconder shall be stated in the body of the email; and then
 - d. All eligible voters will respond with their vote, stated as "aye" or "nay", or "abstain".
- 2.16.11 The vote will be open until one of the following occurs:
 - a. Each eligible voter has voted, OR
 - b. Three (3) full calendar days have passed.
- 2.16.12 The Council or committee chair will complete the process, by emailing AUSU staff, Council, or the committee with the final vote tally, and whether the motion was carried or defeated.
- 2.16.13 Amendments to the original motion should be handled by the mover during the discussion and the same protocol as would be used in a regular Council meeting shall be used to make them part of the final motion on which the vote is to be taken.
- 2.16.14 If any Councillor wishes to request that voting on a particular motion be at a regular Council meeting and not via email, they should inform the Council or committee chair prior to end of the discussion period, which would end the discussion and the motion would be deferred to a vote at a public Council meeting.

Councillor Participation

- 2.16.15 Participation in email discussion and email voting is an important Council and committee responsibility. Councillors are expected to contribute to the discussion and vote as per any regularly scheduled meeting, and shall strive to bring forth comments or intent to vote during the discussion period.
- 2.16.16 Failure to participate in the email vote for a motion will result in a Councillor being marked as "absent" on the attendance tracker, per AUSU Policy 2.08 Meeting Attendance.
- 2.16.17 To ensure accommodation for Councillors becoming acquainted with this voting process and to allow for the occasional electronic error; each Councillor will be granted two Council term exceptions for failing to submit their vote to the appropriate group email address.

Transparency

- 2.16.18 All motions carried or defeated via email will be ratified and recorded in the minutes at the next public meeting of Council.

Actionable

- 2.16.19 All motions carried via email considered duly passed by a vote of Council are immediately actionable. Ratification of the email motion will take place at the upcoming Council meeting.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References

Policy 2.08 Meeting Attendance

This Policy is Referenced by

None

POLICY RESPONSIBILITY

Council

POLICY HISTORY

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