

Council Policy

Policy Title	Decision-making Outside of Council Meetings
Date Approved/ Revised	March 7, 2024
Date of next Review	September 2025

1. PURPOSE

To establish a CPSA Council decision-making process for electronic voting when decisions are required outside of regularly-scheduled Council meetings.

2. SCOPE

Applies to Council, and Council Committees.

3. RESPONSIBILITIES

On behalf of the Council Chair, or the Standing Committee Chair, the Office of the Registrar will implement this policy, initiating, counting/tallying, and reporting results of electronic votes that are held outside of Council meetings.

The process is outlined in Schedule A.

4. POLICY

- 1) Electronic voting may be used between Council meetings, at the discretion of the Chair, for matters that are:
 - not contentious and will not require Council discussion;
 - time sensitive and must be determined prior to the next scheduled meeting of Council; and
 - would be decided by Ordinary Resolution at a meeting of Council.
- 2) The policy implementation process has 2 phases and the process is delegated to the Registrar:
 - Initiation, including report/background circulation (duration: 72 hours)
 - Electronic voting (duration: 48 hours)
- 3) All decisions taken outside of regular Council meetings will be recorded in the minutes of the next Council meeting.

5. APPROVAL

Council

6. AUTHORITY DOCUMENTS

CPSA Bylaws

7. DOCUMENT HISTORY

VERSION NO.	Version Date	DESCRIPTION OF CHANGE
1) Drafted by CPSA staff	June 20, 2023	NEW
2) Governance Committee recommendation to Council	June 28, 2023	Changed e-voting period to 48 hours.
3) Governance Committee recommendation to Council	February 7, 2024	For implementation following Bylaw changes.
APPROVAL	DATE	Signature
Council Motion C10-24	March 7, 2024	

SCHEDULE A

Decision-Making Outside of Council¹ Meetings PROCESS

Phase One: Initiation, including report circulation (duration: 72 hours)

- 1) Decisions to be put to an electronic vote outside of Council meetings are preceded by the email circulation of a report to Council members, so an informed decision can be made. A draft proposed motion will be included. The email message opens the Initiation phase.
- 2) During this phase, electronic discussion on the decision to be made is permitted. Emailed discussion must use "reply all" to all Council members.
- 3) The Chair may choose to cancel the electronic vote or call a Special Meeting of Council if any Council member objects to making the decision between Council meetings. The objection must be made in writing during the initiation phase.
- 4) The electronic vote will not occur until after the Initiation phase has closed.

Phase Two: Electronic Voting (duration: 48 hours)

- 1) The proposed motion will be emailed to Council members again, this time with a request for a mover and a seconder for the proposed motion. This email closes the Initiation phase and opens the Electronic voting phase.
- 2) When a mover and seconder have been identified, the vote will be initiated by email to all council members who are eligible to vote. The email will indicate the start and end time and date for the electronic vote, which will be 48 hours in duration.
- 3) Electronic voting will be in the open and votes must be cast using "reply all" to all eligible voters unless another process has been set out in advance and approved by the Council Chair.
 - a. The decision on whether or not a vote has been received within the voting period will be based on the "received" time indicated in the

¹ Council Committees may also use this policy to make decisions between Committee meetings.

Office of the Registrar's inbox. Any votes received by the Office of the Registrar outside of the voting period will not be counted.

- b. Once the electronic vote has been initiated, there can be no discussion amongst Council members on the matter and the only acceptable communication on the topic is "yes" as a vote in support of the motion, "no" as a vote against the motion, or "abstain".
- 4) If a council member chooses not to vote, or cannot vote during the voting period, this does not count as an abstention. Only e-votes that contain the word "abstain" will be counted as an abstention.
- 5) Once a council member has cast their vote, they cannot recall or change their vote even if new information arises before the close of the voting period.
- 6) If new information arises during the voting period that may have changed the outcome of the vote, the matter can only be dealt with at an in-person meeting using a motion to reconsider.
- 7) Quorum for the vote will be determined based on the number of "yes", "no" and "abstain" e-votes received. If quorum is not reached, the outcome of the decision is nullified.
- 8) The Office of the Registrar will advise on the outcome of the decision by email to all participants at the earliest opportunity.