

WLUFA POLICIES

#7 Policy on Email Voting

Approving Authority: Executive Committee
Original Approval Date: May 2022
Date of Most Recent Review/Revision: NA

1.00 PURPOSE

1.01 The purpose of this policy is to set out the principles and procedures for email voting on WLUFA Executive Committee matters.

2.00 POLICY

2.01 Email has become an essential aspect of both inbound and outbound communication of the Faculty Association, enabling the Executive Committee to quickly respond to Association business. If an urgent issue arises and a vote by the Executive is required before the next regularly scheduled Executive Committee meeting, an email vote may be conducted. Only items of a time-critical nature will be acted upon between formal meetings. These items could include (but are not limited to):

- i. a time-sensitive decision concerning an Association arbitration, legal action or grievance must be made urgently;
- ii. a time-sensitive donation or communication;
- iii. a financial emergency; or
- iv. any other time-sensitive issue that is deemed urgent by the President of the Association or their delegate.

2.02 Motions moved, deliberated and/or voted upon via email require the same level of confidentiality as all other Executive motions.

3.00 PROCEDURES

3.01 An issue brought forth for an email vote must meet the criteria listed in 2.01 of this policy to invoke an email motion and vote.

3.02 Email votes must be initiated by an Executive Committee member and sent via email to the Association President or designate who will then determine if it is an Urgent Motion, or an Emergency Motion. The request for an email vote must include an explanation of the urgency. If the President or designate deems the email vote to be urgent or an emergency, then they shall send the Executive Committee the motion via email following corresponding protocols in 3.03 or 3.04 as applicable. The time limit of the vote will be indicated with the motion and a reminder will be sent to members three hours prior to the end of the time limit.

3.03 If the proposed email vote is deemed an Urgent Motion as per 3.02, then the following rules apply:

- a.** A vote on an item of urgent business shall remain open for 48 hours (weekdays only). The last vote cast by each member will be counted.
- b.** "Urgent Motion" will be duly indicated in the subject line of the email and an explanation of the necessity of the Urgent Motion shall be provided in the email containing the motion.
- c.** The motion does not require a seconder.

3.04 If the proposed email vote is deemed an Emergency Motion as per 3.02, then the following rules apply:

- a.** A vote on an item of emergency business shall remain open for up to 24 hours at the discretion of the President or designate. The time limit will be indicated in the email. The last vote cast by each member will be counted.
- b.** "Emergency Motion" will be duly indicated in the subject line of the email and an explanation of the necessity of the Emergency Motion shall be provided in the email containing the motion.
- c.** The motion does not require a seconder.
- d.** WLUFAs staff will attempt to contact Executive members by telephone or text to inform them that an Emergency Motion has been sent to their email.

3.05 If the vote is taken by secret ballot, Executive members will send their vote directly to a staff member designated in the notice of motion.

3.06 The President or designate shall announce the results of the vote via email.

4.00 SPECIAL EXCEPTION

4.01 If time pressures do not allow for an email vote, the President or designate shall have the power to invoke the full authority of the Faculty Association to make a decision in an emergency situation or, after consultation, to take other appropriate summary action to minimize the risk to the Association or its membership.