

QUEER ONTARIO VOTING PROCEDURES 1 OF 2: REMOTE VOTING

A. Overview / Preliminary Notes

(1) There are two means of voting remotely

(Remember: Only Voting Members can vote during an election)

- (a) Advanced Voting - submitting your votes to the Secretary before the meeting; or
- (b) Proxy Voting - having an individual attend the meeting and vote on your behalf

(2) As per Queer Ontario Bylaw 401(1), Voting Membership may be granted to any person:

- (a) who is an individual person; and
- (b) supports the objects of Queer Ontario as set out in part II of these by-laws; and
- (c) pays any annual membership fee as may be set according to By-law 1104; and
- (d) has followed any registration procedure that the Steering Committee may require from time to time; and
- (e) has participated for at least six (6) hours in Queer Ontario activities in person or by electronic means, which may include any combination of:
 - i. attending any Queer Ontario meetings; and/or
 - ii. volunteer work on Queer Ontario initiatives or events in the 365 days preceding the issuance of notice of an Annual General Meeting or Special General Meeting. Individuals unable to meet the six-hour requirement due to extenuating circumstances may apply to the Steering Committee to have this provision waived.

(3) If you want to verify your Voting Member status:

Send an email to the Secretary via info@queerontario.org with “Membership Status” as the subject line and your first and last name as the main text. The Secretary will respond to your verification request within 48 hours.

B. How to Partake in Advanced Voting (Submitting Your Vote Before the Meeting)

1. Email your votes to the Secretary via info@queerontario.org, following the “How To Fill Out Your Ballot” instructions below.
2. You can do this as soon as the Secretary officially releases the names of the standing candidates. Simply reply to the email with your selections.
3. You are to do this no later than 5:00 pm on Friday, May 1.
4. Advance Voters are still encouraged to attend the meeting to participate in discussion.

C. How to Partake in Proxy Voting (Designating An Individual To Act On Your Behalf)

Step 1: Choose a trusted individual (a “Proxy”) to attend and act on your behalf at the AGM. This individual can be a Queer Ontario Voting Member, but this is not a requirement.

Note 1: An individual can only serve as a Proxy for one Voting Member. If the original individual you had in mind is already acting on behalf of another Participating Member, then choose another individual or try Advance Voting.

Note 2: If a Voting Member is both voting on their own behalf and serving as the Proxy For another Voting Member, the Voting Member receives two ballots: One for themselves and one for the Voting Member they are representing.

Step 2: Write an email by 5:00 pm on Friday, May 1

- (1) The main text of your email is to have both:
 - (a) your full name, and
 - (b) your proxy’s full name
- (2) Write “Proxy for the 2015 Queer Ontario AGM” in the subject line.
- (3) Send this email to both
 - (a) the Secretary (via info@queerontario.org), and
 - (b) your Proxy (via *their* email address)at the same time, so that they both get the same exact message

Step 3: On the day of the Meeting, remind your Proxy to bring a copy of your “Proxy for the 2013 Queer Ontario AGM” email.

Matching email information (e.g. names, email addresses, the time and date the email was sent, etc.) will serve as proof that they are indeed your Proxy.

Note 1: Upon receiving your Proxy’s copy of your email, the Secretary will register your Proxy beside your name on the Official Membership List, and your Proxy will be granted all the rights and privileges you do as a Voting Member of Queer Ontario for the duration of the Meeting.

Note 2: Feel free to communicate with your Proxy during the meeting via text, email, or any other quiet and non-disruptive method if you would like your Proxy to make any specific comments or ask any specific questions (etc) on your behalf during the meeting.