



Voting Rules and Regulations for Elections and Resolutions – 2016

1. These Voting Rules and Regulations are established by the ACFO Board in consultation with the 2016 Nominating Committee pursuant to section 6.4.1 of ACFO Bylaw 1.
2. The Board of Directors shall appoint, from among the regular membership, a Nominating Committee of not less than one (1), nor more than five (5) regular members. The Nominating Committee, (hereinafter referred to as the Committee) as established by the ACFO By-laws, is responsible for the entire voting process for the election of officers as defined in the ACFO By-law 1 and for the resolutions, amendments and any other issues on which the members are required to vote. It shall be appointed at least 60 days before the date of the Annual General Meeting (hereinafter referred to as the AGM) and shall be dissolved no less than thirty (30) days after the AGM.
3. The Chair of the Nominating Committee shall be the ACFO Chair unless he/she is up for election in which case the Board of Directors shall appoint an ACFO Director who is not up for election to the Nominating Committee Chair position. (Bylaw No 1, section 6.4.3)
4. At the AGM or other meeting, the Chairperson of the Committee shall report on its activities to the meeting, coordinate with appointed scrutineers to conduct the election and voting for resolutions and arrange for the count, announce the results and determine the winner, by lot, if more the one (1) candidate receives the same number of votes.
5. The election of officers shall be by plurality.
6. The newly elected members of the Board of Directors shall take office as the last item of business of the AGM, provided the election results are then available.
7. Members of the Committee shall not be eligible to stand for office at the AGM.
8. The Committee shall, by notice to the membership given not later than sixty (60) days prior to the AGM, invite nomination for executive office.
9. All nominations must be made in accordance with the ACFO Bylaws.
10. To ensure consideration at the AGM nominations and resolutions must be submitted to the National Office no later than forty-five (45) days prior to the date of the AGM.
11. In the event that a sitting member of the Board accepts a nomination for a vacant position and consequently vacates their current position by operation of the bylaws a further call for nominations for that vacated position will be sent to the membership with a deadline for nominations of no later than 30 days prior to the AGM.

12. The Chairperson of the Committee shall provide the National Office with a list of the candidates for office and such other information supplied by each candidate not exceeding one page for inclusion in the AGM package that may assist the regular members to cast their ballots (the candidates will be entitled to submit to the Chairperson two pages of additional material in text only to be sent out electronically on a date determined by the Committee.
13. The vote will be conducted by an independent company hired by ACFO to coordinate an electronic vote via internet. Third party and independent scrutineers will also conduct a paper ballot at the AGM.
14. Should a Member choose not to attend the meeting and vote, they may vote by connecting to the electronic voting system and casting their ballot during the period the electronic voting system is accessible. This electronic voting system is a form of proxy approved by the Board in accordance with By-law 9.16.
15. The vote is a secret vote.
16. Scrutineers will be present at the AGM to verify those persons attending the AGM are eligible to vote. The scrutineers will be able to verify the electronic PINs that have voted against the list of eligible voters who have been sent a PIN for the purpose of voting in the election. In the event of miscast PINs, members wishing to vote by paper ballot are required to complete a written Request for Ballot prior to receiving a paper ballot. Miscast PINs cannot be reversed from the system and will be counted. Where the number of miscast PINs could have materially affected the results of a particular resolution or election that particular vote will be invalidated and run again at an SGM in accordance with the By-laws. The scrutineers will deliver the results to the Committee.
17. The Committee will be responsible for approving the electronic and/or paper format and design of the ballots used by membership to vote.
18. The Committee will report to the AGM in such form(s) as may be required, on the votes cast for each candidate and for each resolution, amendment and any other issue on which the membership votes; and shall account for all PINs and ballots; and shall retain a copy of such reports until such time as the Committee is dissolved.
19. The Committee shall be dissolved only after the Board of Directors and the Committee determine that no valid challenge of the voting results has been made. If a valid challenge has been made, the Committee will be dissolved only after the issue has been resolved by the Board of Directors. The Committee, upon dissolution, shall destroy paper ballots and direct the electronic voting technology supplier to destroy all records and such other materials pertaining to the AGM or other vote for which it is responsible.

Administration

20. It is the responsibility of the Committee to:
 - 20.1 set the order of candidates as follows:

- b) incumbents will be listed first in order of years of service on the Board;
 - c) challengers will be listed second in alphabetical order.
- 20.2 ensure that all documentation is bilingual;
 - 20.3 order PINs created and associated with each eligible voting member and ensure that all such material is properly secured;
 - 20.4 ensure that proper procedures are maintained in the delivery of the PINs and voting instructions to all members 21 days prior to the AGM. They will be included with the materials required in Article 9.13.2 of ACFO By-law 1;
 - 20.5 provide voting instructions to members including details on how to cast a vote and how to obtain support if the member has a question concerning the voting process.
21. A control register will show the member's name and date the member cast their ballot in the election. It will not reveal how a member voted.
22. The electronic voting system will be available during the approved voting timeframe for the casting of member's ballots. A ballot box will be available at the AGM to cast paper ballots.
23. Independent third party scrutineers will tally all votes.