

ABSENTEE VOTING PROCEDURES



PURPOSE

The intention of these procedures is to provide direction on collection of votes in advance of a meeting where multiple members are entitled to vote but some may not be able to be present at the time of the meeting.

APPLICATION

These procedures apply to all voting members of Alongside Hope.

GENERAL DIRECTIONS

- By-Law No.1 Clause 4.09 permits voting members to appoint proxies to attend annual or other such meetings.
- A proxy need not be a member of the Corporation.
- All proxies must have accessible working email addresses.
- Proxies will attend the meeting and act in the manner and to the extent authorized by the member.
- Alongside Hope does not permit abstentions except by reason of conflict of interest which must be declared 24 hours in advance to the Secretary of the Corporation.
- In the event that a decision is made to collect votes in advance of a meeting, that decision will include the provision that motions cannot be amended on the floor of the meeting.
- Absentee (proxy) votes may not be used to establish a quorum.

ABSENTEE VOTING

- In the event of a decision to collect absentee votes from the members, the ballot will be designed in a manner similar to the sample in the Appendix and must be filed with the Secretary of the Corporation at least 24 hours before the beginning of the meeting.
- A voting member who will be in attendance at the meeting may be named as a proxy holder.
- There can be multiple proxy holders.
- Employees of Alongside Hope may not be proxy holders.
- Rather than proxy voting, an electronic voting platform may be used to collect votes during or in advance of a meeting, subject to prior Board approval.
- Care will be taken to exclude the possibility of abstentions.

DEFINITIONS

Proxy: a person who exercises the voting rights of a member according to instructions received from that member.

Proxy holder: A voting member of the Corporation who will be in attendance at the meeting and exercising a proxy of a member who is not in attendance.

Proxy vote: An absentee ballot of an Alongside Hope member deposited at least 24 hours advance of a meeting.

Absentee: A person entitled to attend the meeting who is not present during the meeting.

AMENDMENT

These procedures may be amended by the Alongside Hope Executive Committee.

Adoption date: May 2021

Review date:

Amendment date:

APPENDIX 1 TO ABSENTEE VOTING PROCEDURES

**ALONGSIDE HOPE
Appointment of Proxy**

for the [Annual General / Special] Meeting, a.m./p.m. ET, on date
at address

If you are a Diocesan Representative who will be unable to attend and wish to appoint a proxy in your place, please speak with your Diocesan Bishop about that appointment before proceeding.

I, _____

being a

☐ **Youth Council member**

☐ **Board Member**

☐ **Diocesan Representative for _____ Diocese**

appoint

☐ _____ (name of person who will attend the meeting) as my **proxy** at the Alongside Hope _____ meeting to be held at a.m./p.m. on _____, 202_ and authorize her/him to vote as follows on my behalf:

Enter instructions:

Signature: _____

Date: _____

APPENDIX 2 TO ABSENTEE VOTING PROCEDURES

ALONGSIDE HOPE

Absentee Ballot

for the [Annual General / Special] Meeting, a.m./p.m. ET, on date
at address

I, _____

☐ Youth Council member

☐ Board Member

☐ Diocesan Representative for _____

appoint:

☐ _____, **Board Member**

or

☐ _____ (name of voting member who will
attend the meeting) as my proxy holder at the Alongside Hope _____
meeting to be held at a.m./p.m. on _____, 202_ and authorize her/him to
vote as follows on my behalf:

1. Minutes of the previous meeting

That the minutes of the _____ Meeting of the Alongside Hope be approved as
circulated.

In Favour: ☐

Against: ☐

2. Audited Financial Statements

That the audited financial statements for April 1, _____ to March 31, _____ be accepted.

In Favour: ☐

Against: ☐

3. Appointment of Auditors

That _____ be re-appointed/appointed to conduct the
Alongside Hope annual audit.

In Favour: ☐

Against: ☐

4. Election of Directors

At-large directors:

Vote for **no more** than 4 of the following:

Jane Doe ☐

Emily Carr ☐

John Doe ☐

Persephone Molloy ☐

Violet Desmond ☐

If you have questions or comments for the meeting, please include them here:

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Signature: _____

Date: _____

As per the provisions of Article 171(1) of the Canada Not-for-profit Corporations Act and its Regulations, this form, or a similar written authorization, must be deposited with the Secretary of the Corporation **at least 24 hours before the beginning of the meeting**. If you are not able to attend the entire meeting or need to leave because of travel arrangements, you must submit a completed absentee ballot 24 hours before the meeting. **Absentee ballots submitted on the day of the Meeting will not be accepted.**

E-mail to: _____ **no later than 00:00 a.m./p.m. ET on Date**