



**COLLEGE OF AUDIOLOGISTS AND
SPEECH-LANGUAGE PATHOLOGISTS OF
NEWFOUNDLAND & LABRADOR**

Policy Mail Ballots & Proxies	Number: 1-70 Section: ADMINISTRATION Page: 1 of 4
Issuing Authority	CASLP-NL Board of Directors
Author	CASLP-NL Board of Directors
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Overview:

To ensure expedience in the College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador's (CASLP-NL) business and to enable all members in good standing of CASLP-NL to vote on CASLP-NL motions, motions may be presented and voted on via mail ballot and proxy.

Policy:

As per the CASLP-NL By-Laws 4(h) each College member in good standing shall have the right to exercise one vote at the Annual General Meeting (AGM). Additionally all College members in good standing are entitled to vote on any special business (as defined by the CASLP-NL Board) at the AGM or other "Special Meetings" by proxy.

Procedure:

Intention:

- **Mail Ballot** is intended for voting on special business outside of business meetings.
- **Proxy** is intended for voting on special business at a Meeting of Members.

Voting by Mail Ballot

The use of a mail ballot to elect members to the CASLP-NL Board is stipulated in the section 7 (d) of the College's Administrative By-Laws. Utilizing mail ballots for voting on other College business is at the discretion of the Board. When a motion is made to the membership via a mail ballot:

- the ballot is drafted by the CASLP-NL Board.
- the ballot should consist of:
 - A rationale for the motion and/or a brief history of the issue.
 - A separate or detachable ballot with the wording:
"As a member, in good standing, of the College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL), I cast my vote"

FOR AGAINST
the said motion is written here

dated this _____ day of _____.

- A place for full member's signature.
 - The date by which the ballot must be returned.
 - An address where the ballot will be sent. (the ballot will be returned to the attention of a designated Board member.)
- Multiple motions and votes may be included on each ballot.
 - Ballots and rationale, including above instructions, will be sent by electronic mail to the last known email address on record with the College of each College member in good standing, or by postal mail if a mailing address has been provided to the College for the purpose of the College communicating with the member.
 - Ballots will be counted by two or more CASLP-NL members, of which one will be a Board member.
 - The CASLP-NL Chairperson is responsible for communicating the results of the mail ballot to the College membership.

Voting by Proxy

Voting by proxy is not outlined in the CASLP-NL By-Laws. It is at the discretion of the College Board to call for a proxy vote. When proxy voting occurs:

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- A proxy can be given to any other member entitled to attend and vote in her/his own right.
 - The person receiving the proxy will attend the Meeting of Members.
 - Any member will be entitled to act as proxy for a maximum of two other members.
 - A proxy form will be drafted by the Board and circulated no less than 14 days prior to voting. The proxy form should consist of:
 - A rationale for the motion and/or a brief history of the issue.
 - A separate or detachable proxy form with the wording:
PROXY: For the Annual General Meeting (AGM) to be held (date) at the (place). "The undersigned being a member in good standing of the College of Audiologists and Speech-Language Pathologists of Newfoundland and Labrador (CASLP-NL) hereby constitutes and appoint a member in good standing of CASLP-NL, as the proxy of the undersigned to attend, act and vote for and on behalf of the undersigned member in good standing as indicated below at the AGM.

Proxy is given for the following purpose:" *the said motion is written here*". Dated this _____ day of _____.
 - A place for full member's signature.
 - Multiple motions and votes may be included on a single proxy form.
 - Any member acting as a proxy will be identified at the AGM and will carry his/her own vote in addition to a maximum of two proxy votes.

Outstanding Issues

The procedure for anonymous ballots for the election of members to the Board is outlined in Section 7(d)(viii). A procedure for anonymous ballots for any other voting matter is not outlined in the CASLP-NL By-Laws. It is at the discretion of the College Board to call for an anonymous vote. When anonymous voting occurs:

- The ballot must be delivered by hand or postal mail to the address indicated on the ballot instructions.
- The ballot must be in a sealed envelope.
- The name and signature of the College member must appear on the face of the sealed envelope

References:

Administrative By-laws, College of Audiologists and Speech-Language Pathologists of
Newfoundland and Labrador, 2012

Approved By:



CASLP-NL Chairperson



CASLP-NL Board Member