IPAC CANADA

IPAC Northwestern Ontario
Professionals in Infection Control

POLICY
Electronic & Email
Votes

Policy:

To expedite voting on Chapter issues which require a vote (motion re: policy, financial expenditures - other than in approved budget or usual requirements - or other issues), and when a quorum is not present at meeting or between chapter meetings, an electronic (email) vote will be conducted.

The results of the email vote will be considered as official if they meet requirements for voting quorum specified in Chapter Terms of Reference.

Procedure:

1. The Chapter President or designate will determine which issues require a vote between meetings or when a quorum is not present at a meeting.

2. These votes will then be conducted via email or electronically via an accessible platform (i.e., Google/Microsoft Forms). The electronic or email vote will have a space to indicate vote for or against. At least 2 weeks time will be allowed for each vote to be returned to Chapter secretary.

3. The Chapter secretary will send the motion or issue requiring a vote to all members via email. The Secretary will keep a record of these votes (list of persons vote sent to).

4. All voting replies will be sent to Chapter Secretary who will record votes for and against and then determine if a quorum has been attained.

5. Chapter Secretary notifies Chapter President of results of vote and quorum.

6. Chapter President will notify membership of results of vote at next meeting or if necessary, by email, within one month of the finalization of vote.