



# Archery Canada - Vote by Mail Policy

Approved by the Board of Directors

## 1) Parameters

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- 1.1. A Vote-By-Mail can be conducted by the Archery Canada Board of Directors.
- 1.2. Matters to be voted on are limited to those outlined in AC's By-laws and Constitution, appropriate for the Board of Directors.
- 1.3. For purposes of this policy the word "motion" includes; recommendations, proposals, etc.
- 1.4. A motion can be put forth by any member of the Board.
- 1.5. A motion includes: a concise wording of the motion, its purpose, and any other pertinent background information.
- 1.6. A motion must be moved and seconded before being eligible for a Vote-by-mail.
- 1.7. To pass, a motion must receive more votes in favour than against, and the total number of votes cast, must equal or exceed 2/3.
- 1.8. Board members, including the President, are not required, but are expected, to cast a vote (for, against, abstention).
- 1.9. Board members who consistently neglect to cast a vote shall be contacted by the President, or Executive Director, to account for their non-participation.

## 2) Procedures

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- 2.1. The seconded motion is sent to the President and AC office.
- 2.2. The President ensures the motion is eligible, and coordinates the voting procedures.
- 2.3. The motion is distributed (by email/mail/fax) to all eligible voters for a discussion period of no less than 5 days.

- 2.4. Eligible voters must forward all comments on the motion to the President or AC Office within the required number of days.
- 2.5. The motion, all comments, and a voting ballot are sent to each eligible voter by mail/fax. Voters have no less than 5 days to cast a vote.
- 2.6. A vote may be mailed, faxed, phoned, or e-mailed to the AC office.

### 3) Jurisdiction

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This policy shall be governed and construed in accordance with the laws of the Province of Ontario.

### 4. Review and approval

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- 4.1 The Archery Canada Board of Directors and Executive Director shall review this policy every four (4) years on the Summer Olympic/Paralympic Games cycle.

Approved: Date unknown

Review: 2020

Revision Approved: TBD

### 5) Additional Relevant Policies:

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- Archery Canada Appeal Policy
- Archery Canada Alternative Dispute Resolution Policy
- Archery Canada Athlete Agreement
- Archery Canada Complaint and Disciplinary Policy
- Archery Canada Equity and Inclusion Policy
- Archery Canada Harassment and Abuse Policy
- Archery Canada Social Media Policy
- Archery Canada Conflict of Interest Policy
- Archery Canada Privacy Policy