

condovoter

Chairpersons Guide to Virtual Meetings and Electronic Voting

The Process

1. Review agenda for the meeting.
2. Prepare a presentation or decide whether portions of the notice package, will be shown on the screen. Provide the presentation to CondoVoter.
3. Check with management 48 hours prior to the meeting to see if any proxies received. If so, review the proxies and the proxy list provided to CondoVoter to determine if all proxies submitted are valid (see below *)
4. Determine what motions you will need based on the agenda and advise CondoVoter moderator ("CV moderator") during the training session. The training session takes place ½ before the start of the meeting. **Chairs must attend this session.**
5. CondoVoter will provide management with a "Confirmation of Service" document prior to the start of the meeting. (see 9. Below)
6. CV moderator will start the meeting on the start time and will provide instructions to the owners as to how to participate in the meeting (raise their virtual hand for motions, questions and nominations). CV moderator will advise the Chair when a hand is raised and will call out the name and unmute the owner. Chair to remind the owner to state their name and unit number.
7. After the instruction period (approximately 5 minutes), CV moderator will advise owners that the meeting will now start.
8. Chair will ask CV moderator whether there is quorum for the meeting and CV moderator will state whether there is a quorum and report on the numbers.
9. Chair will then proceed with calling the meeting to order and will confirm that CondoVoter provided "Confirmation of Service" re: preliminary notice and notice of meeting.
10. Motions such as the approval of the minutes, appointment of the auditor and closing of nominations, will work as follows:

Minutes

- Chair asks for any errors or omissions
- CV moderator will advise if any owner raises their hand- if they do, CV moderator will unmute them.
- Chair asks for their name and unit number
- Owner speaks
- Chair calls for the motion to approve minutes and dispense with the reading – if amended "as amended"
- CV Moderator calls out name of the owner raising their hand as a first to the motion
- CV Moderator calls out name of the owner raising their hand as a second to the motion
- Chairs asks "all in favour" CV Moderator will advise how many in favour
- Chair asks "any opposed" CV Moderator will advise how many opposed
- If more in favour, Chair will state, "motion carried"

Appointment of Auditor

Chair will ask for a motion to appoint the auditor. CV moderator will advise Chair if there are any raised hands and will state the name and unmute the owner. The Chair should ask for the name and unit number.

General Questions for Auditor or other business

After different points in the meeting, for example after the Auditor's presentation or under other business, the Chair will ask for questions. CV moderator will advise Chair if there are any raised hands and will state the name and unmute the owner. The Chair should ask for the name and unit number.

Nominations

Chair will call for nominations and CV moderator will advise as to whether there are any raised hands. If so, they will be unmuted, and Chair should ask for name and unit number and whether they want to nominate someone or themselves.

After the call for nominations is finished. Chair will call for a motion to close nominations, CV Moderator will announce who was the first and second to the motion.

- Chair will ask- all in favour
- CV Moderator to report on number
- Chair will ask-any against
- CV Moderator will report on number
- Chair- motion carried

Any additional nominations from the floor can be added to the electronic ballot after the Chair asks each additional candidate the Candidate Disclosure Questions.

Candidate speeches

Chair will set the ground rules. Each candidate called in the order of the Notice and the additional Nominations (if any). Each candidate will be given two minutes each to speak.

CV moderator will put a timer on the screen for each candidate.

Chair to announce each candidate and CV moderator will unmute each candidate as they speak.

Chair will then call for the vote.

Owner Occupant election (if applicable)

Owner Occupant owners were permitted to vote electronically by electronic ballot through a link in the notice email. Reminder emails are sent to owners with the link at various points leading up to the meeting date. A further email was sent to the owners, just prior to the meeting.

Non-owner occupant owners do not receive a link to the Owner Occupant ballot.

After hearing speeches and considering additional nominations, an owner may change their vote through the link in the email whether they attend the meeting or not.

CV Moderator will ask the Chair when to close the vote, Chair usually allows 5 minutes for owners to cast their vote if they choose to or can keep their vote as is if they already have voted.

CV Moderator will advise Chair when the 5 minutes are up and then will announce the results shortly thereafter (3-5 minutes)

General Election (if applicable)

If there is a general election after an owner occupant election, Chair will advise that the candidate elected to the owner occupant election will not be running for the general election. The owners can then vote for the general election and if they have already voted and want to change their vote they can do so. Chair should advise CV moderator as to when to close the vote.

CV moderator will advise the Chair as to the results and the Chair will declare the terms.

Bylaws (if applicable)

Chair will discuss the by-laws and may open the floor for discussion. CV moderator will take direction from the Chair as to when to take questions. CV moderator will unmute owners in the order that they raise their hands.

The Chair will call for the vote and advise CV moderator when to close the vote. Any owners who previously voted for the by-law can change their vote.

During the training session, the Chair should ask CV moderator as to the preliminary voting results to determine if the vote should go forward at the meeting or whether the meeting should be adjourned with respect to the by-law vote.

If there are two types of by-law votes i.e. Virtual meeting/electronic voting by-law vote and other by-laws, the Chair may decide to proceed with the Virtual meeting bylaw and adjourn the meeting as to the other by-laws which require a higher percentage vote.

Proxies- Important information for the Chair*

48 hours prior to the meeting CondoVoter will receive from management (SPC-single point of contact) copies of directed proxies only and an excel list with the information from the proxy needed to input into the electronic voting report. CondoVoter will input any votes indicated on this list as electronic votes authorized by proxy. **CondoVoter does not review proxies** to determine their validity and solely relies on the list provided by the SPC.

CondoVoter will not input any proxy information any time after the 48-hour deadline and the electronic voting report.

CondoVoter does not accept undirected proxies. Any unit owner wanting to give another person their electronic vote will be required to add an additional email to their unit register and the SPC can advise CondoVoter to add the additional email for voting purposes once advised by the unit owner.

In order to validate the voting results, the Chair or scrutineer should review the proxies prior to meeting to ensure they are valid and advise CondoVoter at 48 hours ahead of the meeting if any proxy votes should be removed.

Voting

CondoVoter does advance voting in order to achieve quorum before the meeting. Voting will continue throughout the meeting until the Chair closes each vote. Voting is open to all owners, not only those that are present at the meeting and votes can be changed at any time until the close of the vote.

