

 BRANDON UNIVERSITY	Electronic Voting (E-Voting)	Approved by: Education Faculty Council
Faculty of Education Administrative Policy	First Approved: August 2016	Updated:

1.0 Policy General Purpose

Electronic votes (e-votes) allow committee members to cast their vote by email when they are unable to attend meetings in person. E-votes may be called when circumstances indicate that it is not reasonable to expect quorum in a face-to-face meeting and when time-sensitive items arise such that a delayed vote impairs the normal functioning of the faculty/department concerned.

2.0 Policy Guidelines

The committee chair will email the e-vote item to all committee members. Faculty members will normally be given five (5) business days in which to respond to e-votes. Within this time period, voting members are welcome to discuss the motion by using REPLY ALL. Votes may be cast by REPLY TO SENDER. The vote will be tallied based on each member’s final vote.

After five (5) business days, if quorum has not been met, a reminder email will be sent, thereby extending the voting process by one (1) business day. At this point, non-responses shall be considered by abstentions.

The results of all e-votes are to be recorded in the minutes of the first meeting following the e-vote.

3.0 Definitions

None

4.0 Reference to Other Policies

None

5.0 Approval Process

Faculty of Education

6.0 Appendices

None

Procedures

Inquiries may be directed to the Office of the Dean of Education at deanofed@brandonu.ca or (204) 727-9616.