

Wellington on the Lake Residents Association Inc.
ABSENTEE VOTING POLICY
November 7, 2016

1.0 Purpose

1.1 The purpose of the Absentee Voting Policy is to clarify the voting process outlined in By-law 3.11, that is, voting at members' meeting when the Member is not able to attend and participate at the meeting in person.

2.0 Authority

2.1 The Board of Directors is responsible for providing at least one of two options to Members who not able to attend and participate in a Members' Meeting:

- By Proxy
- By Electronic Means

3.0 Proxy Voting

3.1 A Member entitled to vote but unable to attend a meeting of members may vote by appointing a proxy holder – who must be a WOLRA member in good standing – by completing the proxy form attached in Annex A. The proxy form can also be found in the Member's section of the WOLRA website. A candidate for the Board cannot hold another member's proxy during the election.

3.2 Proxies may be in a general form or may give specific instructions with respect to the business to come before the meeting. Every proxy may be revoked at any time at the request of the Absentee Member.

3.3 The written authority for proxy voting on behalf of a Member should meet the following requirements:

- (a) The date of the meeting or meetings specified on the form;
- (b) A statement that indicates how the proxy-holder is to vote on a motion, or any amendments to a motion, or new matters presented at the meeting; and
- (c) If a proxy is sent in electronic form, information about the meeting(s) and matters to be voted on should be set out so as to draw the proxy-holder's attention to the information.

3.4 Proxies will be filed with the Meeting Registrar before the appointed meeting time who will:

- (a) Verify and register who is appointed to be a proxy-holder to attend and act at the meeting in the manner and to the extent authorized by the proxy; and

- (b) Advise the proxy-holder that he/she has the same rights as the member by whom they were appointed, including the right to speak at a meeting of members in respect of any matter, to vote by way of ballot or by way of a show of hands.

4.0 Electronic Means

4.1 A Member entitled to vote but unable to attend a meeting of members may vote by means of an electronic or other communication facility if the Corporation has a system that:

- (a) Enables the votes to be gathered in a manner that permits their subsequent verification, and
- (b) Permits the tallied votes to be presented to the Corporation without it being possible for the Corporation to identify how each member voted.

4.2 A special resolution of the members is required to make any amendment to the by-laws of the Corporation to change this method of voting by members not in attendance at a meeting of members.

5.0 Effective Date & Amendments

5.1 The Board of Directors approved this Policy by resolution at a Board of Directors meeting on November 7, 2016.

5.2 The rules, principles, guidelines and procedures detailed in this Policy remain in effect until the Board approves an amendment or repeal by resolution at a Board of Directors meeting.

5.3 Members may suggest amendments to this Policy at any time. Suggested amendments with supporting rationale will be submitted to the Board Secretary in writing and presented at the next Board of Directors meeting.

