



## CAPE's voting procedures

The Association's voting procedures with respect to elections, the adoption of resolutions and new By-Laws, and the approval of amendments to the CAPE Constitution are set out in [Article 28 of the CAPE Constitution](#) and in By-Laws 3.15 to 3.28 of the [By-Laws of the Canadian Association of Professional Employees](#). These documents are available for consultation on the CAPE website.

In brief, the Constitution stipulates that:

- voting must be conducted in an honest and transparent manner that respects the confidentiality of members;
- voting by mail-in ballot and electronic voting are permitted (voting by telephone is not permitted);
- prior to any vote, a general meeting of the members is normally called to discuss the issues to be voted on; and
- resolutions pertaining to the budget and dues shall be adopted by a simple majority of the votes cast by members.

Several clarifications are added in the By-Laws, specifically that:

- electronic voting may be managed by an independent service provider;
- the aforementioned independent service provider must put in place a voting system that ensures confidentiality; and
- if a mail-in vote is organized, it must use the "double envelope" system to ensure voter confidentiality.

In light of the technical difficulties experienced during a previous vote, the National Executive Committee has agreed that the forthcoming vote on a dues increase will be a hybrid vote, i.e., electronic voting for members who have provided valid e-mail addresses to CAPE, and mail-in voting for members for whom the Association does not have valid e-mail addresses.

To offset any technical problems that may arise because of firewalls and other electronic security measures in various departments and agencies that could prevent members from using their office e-mail addresses or their employer's Internet connections to cast votes, it has been agreed that members may choose to vote electronically or by regular mail. Control measures have been put in place to ensure that members cannot vote both electronically and by mail.

Over the past few weeks, CAPE sent messages to all of its members. Members for whom we had electronic mail addresses on file were sent an e-mail message to check

the validity of those addresses and to ask whether they wished to provide us with their home e-mail addresses. A letter was sent to each member for whom we had only a postal address asking the member to provide CAPE with an e-mail address.

One more bit of information about electronic voting and how it works. When a member votes electronically, the vote is recorded and counted. If that same member subsequently tries to vote a second time, even from a different e-mail address, the vote is received by the system but is not counted. The member is then sent a thank-you notice stating that only the first vote is being counted.

This then summarizes how the vote on a dues increase will be conducted. If you have any questions on the voting process, please refer to the relevant sections of the CAPE Constitution and By-Laws. Should you then require additional information, please e-mail the scrutineers named by the NEC to supervise the vote at [general@acep-cape.ca](mailto:general@acep-cape.ca) or contact Jean Ouellette, Executive Director of Operations, at 613-236-9181.