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|  <p><b>Jarvis Community<br/>Christian School</b><br/>SCHOOL POLICY BINDER</p> |  | POLICY NUMBER                             | PAGE NUMBER                                  |
|  |  | 809                                       | 1 of 3                                       |
|  |  | TITLE: Voting Guidelines                  |  |
| PREVIOUS REVISION DATES: None – New Policy   |  | DATE OF APPROVAL: September 13, 2011      |  |
| LAST REVIEWED: 2016  |  | REVIEW MONTH: Dec. of even numbered years | SIGNATURE OF CHAIRMAN:<br><br>Andrew Bergsma |

## Background

As owners of the school, members have a unique relationship to the board of directors and to the school administration. Unlike other groups that do business with the school, such as employees and parents, members do not have contractual protection of their interests. Instead, members must rely on their right to vote at member meetings to protect their long-term interests. In view of the vital importance of the members' right to vote, the board of directors believes that all members should have the ability to cast their votes, free of impediments or obstacles. In addition, all members should be treated equally, with no special rights or privileges available to any one class of member. In keeping with these beliefs, the board of directors will create equality among members and facilitate members' rights to vote in person or by proxy, at annual and special meetings. Conversely, we will not support any measures that limit our rights as members, or support directors who enable such measures.

## Voting Guidelines

### 1. Membership Meetings

- 1.1. **Meeting Notice.** Membership meetings occur biannually and on an ad hoc basis (these are known as extraordinary or special meetings). Appropriate notice of membership meetings should be given by the board of directors to ensure that members have a reasonable opportunity to exercise their voting rights. (See bylaw 2)
- 1.2. **Meeting Format and Location.** Membership meetings must be held in person, no membership meetings may be held by any other means, such as by telephone or by email. Meetings will normally be held in the school gymnasium and will normally start at 7:30 pm on the date specified by the board of directors.
- 1.3. **Disclosure.** Members vote on resolutions presented by the board of directors at membership meetings. Appropriate quantity and quality of information regarding

|                   |               |                      |
|-------------------|---------------|----------------------|
| TITLE             | POLICY NUMBER | PAGE 2 of 3          |
| Voting Guidelines | 809           | Effective 13/09/2011 |

resolutions should be given by the board of directors to enable members to make informed voting decisions.

- 1.4. **Other Business.** The board of directors should not include vague resolutions on the meeting agenda that would allow discussion and voting on “other business.” This puts non-attending members (i.e., those voting by proxy) at a disadvantage as they cannot know or vote on the content of these issues. All meeting resolutions should be clearly specified in the membership meeting package and agenda so that all members are aware of and can respond to issues equally.

## 2. Membership Voting Rights

- 2.1. **Membership Fees and Voting.** Membership fees are payable as individuals or as a family rate. The family rate allows for two votes, assuming a married couple as the family. No one person may have more than one vote based on membership fees paid. Any monies paid beyond the maximum membership fee for an individual or a family shall be considered a donation to the school.
- 2.2. **Confidential Voting.** All votes should be confidential, with ballots counted by tabulators independent of the administration. Confidentiality should apply to all meeting resolutions. Confidential voting protects members from coercion or undue influence in making voting decisions.
- 2.3. **Supermajority Approval.** Members should have the right to approve matters submitted for their consideration with a simple majority of the votes. The board of directors should not normally impose supermajority voting requirements.
- 2.4. **Bundled Resolutions.** Members should be allowed to vote on separate and distinct resolutions. Resolutions should not be bundled.
- 2.5. **Quorum.** A quorum of members must be present or represented by proxy at the membership meeting, or no business can be conducted that is binding on the school. Quorum requirements for a membership meeting are 20% of the total number of members on the membership list either present at the meeting or represented by proxy votes. See bylaw 3.
- 2.6. **Vote Results.** Members should be informed, not only that a resolution was passed or defeated, but also the number of votes for, against and withheld. Voice voting on ordinary, non-contentious resolutions is an acceptable format when votes submitted by proxy prior to the meeting indicate that only a small number (e.g., 5%) of the votes cast oppose the resolution.
- 2.7. **Proxy Voting.** There are times and circumstances where a member may not be able to attend a membership meeting. In such cases, a member may submit a proxy ballot to vote on specific agenda item, or they may proxy their voting privilege to another member in good standing who would vote in their place at the meeting, casting two votes instead of one. In both cases the appropriate form must be obtained from the school office, filled out and submitted to the board secretary prior to the start of the membership meeting. In the case of a

|                   |               |                      |
|-------------------|---------------|----------------------|
| TITLE             | POLICY NUMBER | PAGE 3 of 3          |
| Voting Guidelines | 809           | Effective 13/09/2011 |

member being a proxy for another member, the member may not be a proxy for more than two other members.

### 3. Membership Proposals

3.1. **Resolutions Presented by Members.** Members should have the right to propose resolutions at annual meetings. Membership proposals can be beneficial to both the board of directors and their members as members get an opportunity to communicate their views and concerns directly to members, while the board of directors receive the benefit of members' insights and the knowledge of the extent of interest or concern over particular issues. Any resolutions must be submitted to the board of directors at least one week prior to the membership meeting. Certain resolutions, such as the removal of directors or changes to the bylaws, require that the membership receive notification of the intention to introduce such a resolution. With that in mind, those resolutions need to be submitted to the board of directors at least three weeks prior to the membership meeting. However, the board of directors will not support membership resolutions that:

- seek to place unreasonable constraints on the school administration or directors in making business decisions and acting in accordance with their fiduciary obligations to the school's membership;
- are submitted for the purposes of enforcing personal grievances or for securing publicity for a personal matter; or
- ask directors to subordinate consideration of the interests of members to other interests.