


North Bay Regional Health Centre  Centre régional de santé de North Bay	Policy/Procedure	
Title Voting	Policy Number ADM-BO--012	
Developer Governance Committee	Category	Board of Directors
	Issue Date	June 2015
	Revision Date	February 2022
	Next Review Date	February 2024

Index
1.0 <u>Scope of Policy/Procedure</u>
2.0 <u>Policy Statement</u>
3.0 <u>Supporting Documents</u>
3.1 In Person Meetings
3.2 Electronic Meetings
3.3 Policy Oversight
4.0 <u>References</u>
5.0 <u>Stakeholder Review</u>
6.0 <u>Approval</u>

1.0 Scope of Policy/Procedure

- The intent of this policy is to promote equity, democracy and integrity in the decisions of North Bay Regional Health Centre, by providing guidance on voting procedures to ensure that Administrative Bylaws are observed.

2.0 Policy Statement

- A majority of the voting Directors shall constitute a quorum for the transaction of business.
- Business arising at any meeting of the Board shall be decided by a majority of votes of the Board.
- A declaration by the Chair that a resolution has been carried and an entry to that effect in the minutes is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution.

3.0 Procedure/Process

3.1 In Person Meetings

- Votes shall be taken by a show of hands or, if so demanded by any voting Director, votes shall be taken by written secret ballot. The Chair shall have a vote and, if there is an equality of votes, the motion is lost.

3.2 Electronic Meetings

- (a) If all Directors consent thereto generally or in respect of a particular meeting and each has adequate access, such persons may participate in a meeting of the Board by means of such conference telephone or other

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communications facilities as permit all persons participating in the meeting to hear each other, and a person participating in such a meeting by such means is deemed to be present at the meeting.

- (b) Provided that at the outset of each such meeting, and whenever votes are required, the Chair of the meeting shall call roll to establish quorum, and shall, whenever not satisfied that the proceedings of the meeting may proceed with adequate security and confidentiality, unless a majority of the persons present at such meeting otherwise require, adjourn the meeting to a predetermined date, time and place.

3.3 Policy Oversight

- It is the responsibility of each Director to be aware of policies and to raise points of order within meetings with regard to questions of policy adherence. The Governance Committee is responsible for periodically reviewing and monitoring this policy.

4.0 References

Bylaws: North Bay Regional Health Centre Administrative By-laws, June 2021

5.0 Stakeholder Review

Committee Stakeholders	Month/Year Reviewed
Governance Committee	February 2022
Board of Directors	March 2022

6.0 Approval

Signing Authority Signature	Date Signed
Chair, Board of Directors	March 10, 2022

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