

## **OPERATING POLICY Number 2**

### **Absentee Voting by Mailed - in or Electronic Ballot**

WHEREAS Section 5.13 of By-law No. 1 of Kehillat Beth Israel Congregation (the Corporation) provides for an Operating Policy respecting the procedures to permit Members entitled to vote at a meeting of members the right to vote by mailed - in ballot or by means of telephone, electronic, or other communication facility;

AND WHEREAS the Board of Directors of the Corporation (the Board) wishes to establish such a policy;

NOW THEREFORE BE IT ESTABLISHED as an Operating Policy of the Corporation as follows:

1. The Corporation shall, together with any Notice of a Meeting of Members (“Notice”) sent to Members pursuant to Section 5.05 of General Operating By-law No. 1 of the Corporation, send a ballot that identifies separately each issue which is intended to be voted on at the Meeting of Members (“Meeting”) setting out, separately for each such issue, the manners in which the Member can vote;
2. The Secretary, and the Executive Director of the Corporation or a person designated by the Board, shall initial the bottom left and bottom right of the ballot respectively;
3. The ballot shall include a place where the Member can sign;
4. The ballot shall identify the addresses to which the ballot can be mailed, scanned and emailed, or faxed;
5. To be counted, the ballot must be signed by the Member in ink where indicated and be received at the identified address before the close of business the business day before the date set out in the Notice for the commencement of the Meeting;
6. The Executive Director or a person designated by the Board shall collect all mailed – in, emailed, or faxed ballots, verify the authenticity of the ballots, remove from each ballot and destroy the portion of the ballot containing a signature of a Member, count the votes by issue, and present the tabulated results by issue to the person who will be acting as Chair of the meeting before the time set out in the Notice for commencement of the meeting;
7. In the event of ballots being received by mail, email, or Fax, the Chair of the Meeting shall, in considering under Section 5.11 of General Operating By-law No. 1 of the Corporation, whether or not a question or motion has been carried, take into consideration all mailed – in, emailed, and faxed votes as presented by the Executive Director or person designated by the Board; and
8. In this Operating Policy, any action that is required to be taken by the Executive Director, may, in the absence of the Executive Director, be taken by the person designated by the Board from time to time to administer the functions of an executive director on behalf of the Corporation.

This Operating Policy shall take effect when enacted by Resolution of the Board. This Operating Policy may be amended by Resolution of the Board and shall remain in effect until repealed by Resolution of the Board.

CERTIFIED to be a true copy of Operating Policy Number 2 passed by Resolution of the Board of Directors of Kehillat Beth Israel Congregation at a meeting of the Board held on the 25<sup>th</sup> day of May, 2017.

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Secretary