



May 2023

## **VOTING AT MEETINGS OF MEMBERS**

### Voting at a Meeting of Members

Voting at LLLC Meetings of Members will be subject to the LLLC By-laws. Meetings of Members will be held electronically to allow as many Leaders to attend as possible. The electronic and mail-in voting systems provided for will allow for verification that the votes are made by the Members entitled to vote and permits the tallied votes to be presented to the Corporation without it being possible for the Corporation to identify how each member voted. The individual responsible for administering the electronic and mail-in voting has the ability to determine whether or not, or for what or whom, a Member voted, and this information may be shared with the Member if requested.

### Absentee Voting

The LLLC By-laws allow for members not in attendance at a Meeting of Members to vote by post or email, if desired, prior to the Meeting of Members. See *LLLC By-laws* 3.6(b).

#### A. Voting by Email Prior to the Meeting

Any Member who chooses to vote by email prior to the Annual Meeting of Members or Special Meeting of Members will follow the procedure outlined here.

1. The Member will contact the LLLC National Office as soon as possible after receiving the Notice of the upcoming Meeting of Members to request a ballot. The ballot will be sent to the Member by email.
2. The ballot will be printed, completed in ink, scanned or photographed by the Member and sent as an email attachment to the National Office. The ballot must be received by the National Office at least seven (7) days prior to the Meeting of Members. The National Office will contact the Member by email to confirm receipt of the ballot when it arrives. In order to be valid, the ballot must be signed and dated and witnessed by another person.

3. The ballot will be forwarded to the Chair of the Nominations Committee for verification. The votes for the resolutions will be added to the votes cast on the day of the Meeting of Members.
4. If a Member votes by email ballot prior to the Meeting of Members, the Member may not vote on an amendment to any resolution or other business that may properly be brought up at the meeting, or any adjournment thereof.

**B. Voting by Postal Mail Prior to the Meeting**

Any Member who chooses to vote by post prior to the Annual Meeting of Members or Special Meeting of Members will follow the procedure outlined here.

1. The Member will contact the LLLC National Office as soon as possible after receiving the Notice of the upcoming Meeting of Members to request a ballot. The ballot will be sent to the Member by email, unless they specifically request that the ballot be mailed by post, to the address in the Register of Members.
2. The ballot will be completed in ink and mailed by post. The ballot must be received by LLLC National Office at least seven (7) days prior to the Meeting of Members. The National Office will contact the Member by email to confirm receipt of the ballot when it arrives. In order to be valid, the ballot must be signed and dated and witnessed by another person.
3. A ballot sent by post to the National Office will be opened and read by the LLLC Office Administrator, in the presence of the Chair of the Nominations Committee by means of a virtual meeting. The votes for the resolutions will be added to the votes cast on the day of the Meeting of Members.
4. If a Member votes by mailed-in ballot prior to the Meeting of Members, the Member may not vote on an amendment to any resolution or other business that may properly be brought up at the meeting, or any adjournment thereof.

*(May 2023)*