

Senior Club Rugby Council (SCC)

Voting Policy — Electronic Votes

1. Purpose

This policy governs votes conducted electronically (e.g., by email or online ballot) outside of a regularly scheduled Council meeting, to ensure such votes are conducted with adequate notice, informed participation, and a clear, defensible record consistent with the SCC Terms of Reference ("TOR").

2. Notice Period

Electronic votes must remain open for a **minimum of seven (7) calendar days** from the time the ballot is distributed, unless the Council Chair determines a shorter period is necessary due to time-sensitive circumstances, in which case the reduced period and justification must be documented in the minutes.

A reminder must be sent to all Union representatives **72 hours before the voting deadline**.

3. Content of the Communication

Each electronic voting communication must include, at minimum:

- The full text or a complete summary of the matter being voted on (not merely a title or reference)
- Any supporting materials necessary for an informed vote
- The voting deadline (date)

4. Voting Weight

Each Union representative's vote is weighted per the TOR formula: the Union's Senior Club Individual Members registered for the 36 months prior to the vote, divided by the total Senior Club Individual Members registered to all recognized Unions for the same 36-month period. This weighting is recalculated annually per the TOR and applies to electronic votes exactly as it would to votes taken at a Council meeting.

5. Voting Options

The ballot must present three distinct, explicit options for each matter:

- **Approve**
- **Oppose**
- **Abstain** (an active selection — not the absence of a response)

A non-response by the voting deadline is recorded as "**No Response**" and is distinct from an abstention. It is not converted into an abstain vote.

6. Quorum

A vote is valid only if Unions representing a **majority (greater than 50%) of total weighted voting power** actively participate (i.e., cast a vote of Approve, Oppose, or Abstain) by the deadline. Unions recorded as "No Response" do not count toward quorum, regardless of their individual voting weight.

If quorum is not reached by the original deadline, a second reminder must be sent to all non-responding Union representatives, extending the voting window by an additional **72 hours**.

If quorum is still not reached after this extension, the vote **fails for lack of quorum**.

7. Counting Abstentions

- **Abstentions count toward quorum** (the Union actively participated) but do **not count toward voting weight in the numerator/denominator used to determine passage**.
- Passage is determined by a majority of **weighted votes actually cast** as Approve or Oppose.

8. Non-Response

- Unions that do not respond by the deadline are recorded as "No Response" in the minutes.

Sources referenced: SCC Terms of Reference (250917 version), specifically "Membership" (weighted voting formula, alternates, no proxy voting) and "Executive Committee" item 7 (delegated authority to set quorum/voting procedures); Robert's Rules of Order Newly Revised (12th ed.) for the general majority-of-votes-cast convention, adapted here for weighted voting.