

2023 BCAFN ELECTION PROCEDURES

The 2023 BCAFN elections for Female & Male Youth Representative will take place online using a platform called Simply Voting. Voting will be online whether you are attending the AGM in person or via Zoom. This document seeks to provide a summary of who is entitled to vote in this process and how they go about doing so.

Members

- Each Member Nation is represented by a Member Delegate. A member delegate is the First Nation's Chief or Chief's designate.
- Each Member Nation has only one (1) vote in each election. This vote may only be exercised by its member delegate or duly registered proxy.
 - A member delegate may be appointed as a proxy for up to one other member.
- The Electoral Officer is provided a voters list that has the names of every eligible BCAFN member and their respective member delegate, as recorded in the BCAFN's records on the date of the AGM.

Initial Registration Process

- Member delegates may complete their initial registration by:
 - Completing the online registration form at: <https://www.bcafn.ca/events-meetings/agm-2023>
- If you require further information regarding Registration, please feel free to contact Joanna Prince by email Joanna.prince@bcafn.ca or call 778-835-2110.

Registration Process for those attending In-Person

- **Upon arriving at the Assembly, registration staff will check your identification, confirm your email address and record your status card number (or equivalent) to serve as a username for the online voting process.**

Registration Process for those attending via ZOOM (please REGISTER by Sept 15th)

- Member delegates must provide a scan or photocopy of their Status Card or equivalent, unless they have registered in person at the AGM.
- Once the above registration process is complete a confirmation of registration will be immediately emailed to you.
- A Zoom meeting link will be emailed to you on Monday September 18, 2023 or earlier.
- It is *requested* that all registration forms for those attending by Zoom be submitted by September 15, 2023 as this will ensure time for the Registration Form to be processed and verified but Registration Forms can still be submitted after this date. Member

delegates that register for the Zoom meeting after 10:00am on September 20, 2023 may not be able to cast their online vote before polls close at 1:00pm.

Accessing the Zoom Meeting

- On September 19th, 20th & 21st, registered member delegates and proxies may log into the meeting using the links received upon completing registration.
- Once logged in, registration staff will classify you as a Chief or Proxy and will grant you access to the “meeting room”. Upon entry to the “meeting room” you will be deemed as having been present at the meeting.
- Access to the Zoom meeting room for registration purposes will be available on September 19th starting at 8:00 a.m. and September 20th from 8:00 a.m. – 1:00 p.m. (for those voting in the election, please note the need to register before polls open at 10:00 a.m. on September 20, 2023 to ensure enough time to cast online vote; see above).

Proxies

- If a proxy will be attending the AGM, a completed proxy letter (a signed letter on the Nation’s letterhead) must be provided to the registration desk. A template letter can be requested from Maureen Buchan, Maureen.buchan@bcafn.ca.
- Given the technicalities involved with appointing a proxy to vote in a hybrid meeting, all proxy forms are encouraged to be submitted by Friday, September 15, 2023 to Joanna Prince via email at joanna.prince@bcafn.ca.
- For proxy voting in the election, the hard deadline to submit a complete proxy form to the Electoral Officer is 15 minutes prior to the opening of the election polls on September 20, 2023. Proxy forms received by the Electoral Officer after that deadline will be unable to vote in the election.

Eligibility to Vote

- A member delegate must be on the voters list and be present at the meeting.
- A proxy must be duly appointed and be present at the meeting.
 - To be deemed “present” at the zoom meeting, a member delegate or duly appointed proxy must have been granted access to the Zoom meeting room.
- All member delegates and proxies that are present in person at the AGM or were logged in and were granted access to the Zoom meeting room by 9:45 am on September 20th will receive a link to the voting platform shortly after 10 am that day. Any member delegate who presents themselves after that time will be sent a link to the voting platform upon arrival at the AGM venue (if attending in person) or after they have been granted access to the Zoom meeting room by registration staff.

Voting

- You may cast your ballot on your computer, tablet, or internet enabled phone or by telephone (an automated system using telephone prompts).
 - Member delegates present at the AGM in person may cast their ballots on computers made available at the AGM as well if they prefer.
- Candidates are listed in random order on the ballots (each voter will see the candidates in a different order).
- To log in, member delegates will need to access the email link sent from the voting platform, Simply Voting, that includes a link to the ballot and a personal PIN code. Delegates will also need to enter their status card number (or equivalent).
 - If you cannot access the ballot using the link received, please speak to or contact the Electoral Officer for support.
 - If you do not receive a link to the ballot by 11 am on September 20th, please contact the Electoral Officer for support.
- The elections will be decided by a plurality of votes (whichever candidates receive the most votes).
 - If there is a tie, further rounds of voting will be announced.

Support

- Please contact the Electoral Officer for support at anytime
Ron Laufer
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