



## **ANNUAL GENERAL MEETING**

Tuesday, May 18, 2021, 4:00 – 6:00 PM

### **VOTING INFORMATION**

#### **How will voting be conducted?**

Because of the COVID-19 pandemic, we will be meeting remotely and voting on motions by secret ballot with an online platform called Simply Voting and will be managed by the BCTF. This is the same platform that was used last year.

The platform is safe, trusted, and secure. Every member will get their own voter identification and will only be able to vote once.

Please be diligent about checking your email, including your junk or spam folders after **11:00 p.m. on Monday, May 17, 2021** for your personalized voter package.

#### **How do I vote?**

You will receive an email from the **British Columbia Teachers' Federation (Local 39-2 – Vancouver Secondary Teachers' Association)** with the address [vote@simplyvoting.com](mailto:vote@simplyvoting.com).

That email will include a link *specific* to you as an eligible voter. Once voting officially opens, you just need to click that link and vote. You don't need any other information. The link is already personalized for you. Please note that your personalized link will not work until voting opens. The voting link will only be active during voting at the AGM.

Once you cast your vote, your link will no longer be active until the voting link is refreshed. If, for some reason, you are interrupted while voting, you can always come back. The link is active until you confirm your choice on your ballot.

When you click your personalized link, you will be taken to your electronic ballot where you can vote on the motions. Once you vote, you will then be asked to confirm your selection. If you want to change your vote, click "change." If your selection was correct, click "confirm."

You will then receive a receipt confirming that your vote was received. That receipt is private. No one else will know if you voted or how you voted.

If you share an email address with another member, likely a partner or spouse, then that single email address will receive an email for each individual member with a personalized and unique link.

## What type of device do I need to vote?

You can use any type of device with an internet connection and a browser to cast your vote. The system works with computers, laptops, smart phones, and tablets. However, the link only works once, no matter the device you use. You cannot use different devices to vote more than once.

## What if I don't receive an email link?

First, please check your junk or spam folder. If you still don't have the email with your voting link by **noon on May 18<sup>th</sup>**, please contact **Mo at 604-873-5570 or mo@vsta.ca as soon as possible.**

If you have general questions about the vote, your eligibility, or the process as a whole, you can contact **Mo at 604-873-5570 or mo@vsta.ca**

## When will the results be released?

Voting will run in succession. Results of the vote will be released after each ballot count.

## IN THE MEETING

1. Upon entering the meeting, ensure your title includes your First Name, Last Name, pronouns and worksite.
2. **Michael-Don Borason** will be the primary chair and **Leanne Hagglund** will chair the election of the Executive Committee.
3. The **Speakers List** will be managed by Kim Pereira.

I want to	In the Chat box, select "Speakers List", and your name will be placed in order.
Ask a question or make a comment	Type in "question" or "comment"
Speak to a motion	preface your desire to speak with your position by typing in "For" or "Against"
Nominate myself or a candidate	Type in "Nominate"
Withdraw from a position	Type in "Withdraw"