

FNHDA Electronic Election Process FAQ

FNHDA recently undertook a cycle of elections to select Regional Representatives to the Board of Directors. Due to the current COVID-19 pandemic, these elections were moved to a fully electronic format. We understand that this is a new process for our Health Director Members, and have developed a list of frequently asked questions to provide clarity on this new process.

How inclusive is the electronic process?

- Every effort was made to make the electronic process as inclusive as possible. Every step of the election process was left open for multiple days to maximize the opportunity for Health Director Members to participate.
- The FNHDA Bylaws state that a Health Director must be a Member in good standing in order to vote. Election notices were first distributed to all Health Director Members in every region on August 17th and included a list of eligible voters. Subsequently, updated voter lists were distributed multiple times to all regions and sub-regions (see timeline chart below)
- Members in good standing were added to the SmartBallot platform on August 17th. In order to participate in voting, they must open an email and activate their status in SmartBallot. Reminders were sent from SmartBallot to anyone who remained inactive for more than 3 days, and the FNHDA Elections Team followed up with emails and phone calls as necessary. As of close of polls on September 14th, 99 of 106 Health Director Members in good standing had activated their SmartBallot status, and were able to participate in electronic voting (93.4%).

What about Health Directors with limited or sporadic internet access?

- The election notices provided information for Health Director voters to request an alternate (off-line) method of voting. These notices were attached with the updated voter lists (see timeline chart below). During the 2020 electronic Board elections, no Health Directors requested to use this alternative method, indicating that voters were able to access the internet during the timeframes offered to participate in each stage of the electronic process.

What security measures are included in the electronic election process?

- Smartballot.ca was chosen as the platform to administer FNHDA electronic elections. As a specialist in electronic voting in First Nation settings, SmartBallot allowed us to provide user friendly, accessible voting in a secure online system;
 - FNHDA Elections Team verified Members to be uploaded to SmartBallot
 - Members were asked to activate their profile in SmartBallot. This verified their contact information.
 - Ballots were created, and SmartBallot automatically sent a notification to each voter when the poll opened. Each voter received an individual secure PIN to ensure the security and integrity of the vote.
 - Voting results are maintained in the SmartBallot system, and only made available at the close of polls to maintain the privacy of individual voters.

- Privacy is maintained throughout the voting process. The FNHDA Elections Team cannot determine how any individual voted, and could not see how many votes were cast for any candidate until the conclusion of voting.

Why did I receive emails from smartballot.ca?

- In order to run a secure electronic process that maintains the privacy of Health Director voters, FNHDA used smartballot.ca to host the electronic polling. As described above, SmartBallot automatically generates emails to voters at various stages of the election process.

How do nominations work compared to the in-person process?

- As described in the *2020 Electronic Election Process* document, nominations for Board Regional Representatives were collected by email submissions from Health Directors.
- The *FNHDA Bylaws* state that a Health Director must be a ‘Member in good standing’ in order to nominate or be nominated for a seat on the Board. Therefore, fillable nomination forms were distributed to all Health Director eligible voters (see timeline chart below), and the nomination form was posted on the FNHDA SmartBallot landing page.
- As nominations were received, the FNHDA Elections Team sent nominees an *Acceptance of Nomination* form, which they signed and returned. In addition to accepting their nomination, by signing the form, nominees confirmed that they met the eligibility criteria for a Board Member as outlined in the *FNHDA Bylaws* (see Appendix A)
- At the conclusion of the nomination period, and once nominees had accepted or declined their nominations, notices of nomination results were distributed to all regions and sub-regions. Across the Province, 5 regions or sub-regions selected their Board representatives by acclamation, 1 sub-region had no candidates and will remain vacant, and 3 regions or sub-regions moved to a ballot process to select their Board representative.

This process differs from the in-person election process in the following key ways:

- In-person elections require a quorum of 50%+1 of Health Director Members in good standing from the region or sub-region in question to be physically present at the Election Meeting in order to proceed.
- Only those who are present at the Election Meeting are able to participate in the in-person election process (nominator, nominee, and/or elector).
- The electronic process undertaken in 2020 provided opportunity for every Member in good standing to participate in Board of Director elections. Because of this increased inclusivity, the quorum requirement for electronic elections has been aligned with the *FNHDA Bylaws* at 20%.
- The requirement for a nominee to accept or decline their nomination was met by completion of a form. By signing this form, nominees confirmed both their acceptance of their nomination and that they meet the criteria for the Board (as outlined in Appendix A)
- By convention, most in-person region and sub-regional elections recorded seconders for nominations, passed a motion accepting the list of candidates, and/or passed a motion accepting the results of the election. In consultation with the FNHDA lawyer, it was determined that these are not requirements of the FNHDA Bylaws, the BC Societies Act, nor Roberts Rules of Order, and further are impractical during a virtual process. Candidates all signed the statement that they meet the criteria, and the Bylaws make provision for removal of any Board Member who does not or ceases to qualify for this role.

How does electronic voting in SmartBallot work?

- As outlined in the *2020 Electronic Election Process* document, voting for sub/regional Board representatives opened at 9:00am on Tuesday September 8th.
- Each eligible elector in the region or sub-regions that moved to a ballot process received notification via *SmartBallot* on September 8th, and were sent their unique secure PIN to cast their ballot.
- Smart Ballot sent frequent scheduled reminders to Health Directors who had not voted.
- Once the polls closed, *SmartBallot* automatically tallied the results, and informed the FNHDA Elections Team of the final vote count.
- The FNHDA Elections Team provided all Health Director Members in each voting region or sub-region with the results of their election (September 15th), and a resolution has been prepared with the results of all 2020 Board elections to be brought to the FNHDA AGM.

Who do I contact if I have questions?

- Any questions related to the FNHDA Board of Director election process may be directed to the FNHDA Elections Team at FNHDA@fnha.ca, or please call Kimberley Laing at 604-661-3858.
- Questions related to FNHDA Membership, including bringing your Membership into good standing may be directed to Karen Howse: Karen.Howse@fnha.ca | 604-693-6594.

Communication Timeline

Below is a chart showing all the points of communication from the FNHDA Elections Team intended to support Health Director Members navigate this new electronic voting process. In addition, the *SmartBallot* platform sent reminders and notifications throughout the process.

Date	Communication Item	Includes	Sent To
August 17	Election Notice	Election Notice, voter list, 2020 Election Process document, <i>FNHDA Bylaws</i> , Board TOR	All FNHDA Health Director Members in each of 9 voting regions
August 19	Health Directors uploaded to <i>SmartBallot</i>	Notice of electronic election, link to activate voter profile in <i>SmartBallot</i>	All Health Director Members in good standing
August 20	Reminder of election	Election Notice, updated voter list	All FNHDA Health Director Members in each of 9 voting regions
August 21	Nomination Form	Fillable nomination form	Sent by <i>SmartBallot</i> to all Health Directors active within the platform
August 25	Reminder of nominations	Fillable nomination form. Reminder to activate voter profiles in <i>SmartBallot</i>	Sent by FNHDA Elections Team to all Health Director Members in good standing

August 26	Reminder of election	Election Notice, updated voter list	All FNHDA Health Director Members in each of 9 voting regions
August 31	Reminder of election and nominations	Election Notice, updated voter list, fillable nomination form	All FNHDA Health Director Members in each of 9 voting regions
September 1 & 2	Candidate Acceptance Forms	Form to accept or decline nomination. Includes full wording of <i>FNHDA Bylaws</i> Section 3.4 (criteria for being on the Board)	All nominees
September 3	Results of Nominations	List of confirmed candidates. Declaration of acclamation or moving to ballot process. Also included in Election Notice, updated voter list and Election Process document	All FNHDA Health Director Members in each of 9 voting regions
September 8	Notice of voting event and ballot	Notice of sub/regional voting event, individual secure PIN to be used for voting	All eligible electors activated in SmartBallot from the 3 voting regions that moved to a ballot process
September 10	Reminder of voting process	Reminder that polls are open, Election Notice, updated voter lists	All Health Director Members in each of the 3 voting regions holding ballot processes
September 15	Results of election	Results of votes held	All Health Director Members in each of the 3 voting regions holding ballot processes

Appendix A: Qualification for Directors [FNHDA Bylaws section 3.4]

In order to be appointed and to continue acting as a Director, an individual selected in accordance with section 3.3 or 3.10 must:

- (a) be a Member in good standing;
- (b) not be a director of the First Nations Health Authority or the First Nations Health Managers Association;
- (c) not be a member of the First Nations Health Council;
- (d) have signed the Association's oath of office and submitted it to the Association;
- (e) be at least 18 years of age;
- (f) not have been found by any court, in Canada or elsewhere, to be incapable of managing his or her own affairs;
- (g) not be an undischarged bankrupt;
- (h) not have been convicted, in Canada or elsewhere, of an offence in connection with the promotion, formation, or management of a corporation or unincorporated entity, or of an offence involving fraud, unless:
 - (i) the court orders otherwise;
 - (ii) a pardon was granted or issued or a record suspension was ordered under the *Criminal Records Act* (Canada), and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect; or
 - (iii) five years have passed since the last to occur of:
 - (A) the expiration of the period set for suspension of the passing of sentence without a sentence having been passed;
 - (B) the imposition of a fine;
 - (C) the conclusion of the term of any imprisonment; and
 - (D) the conclusion of the term of any probation imposed.