

BY-LAWS

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INTERPRETATION

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1. In these By-laws unless the context otherwise specifies or requires:
 - a) “Act” means the *Canada Not-for-profit Corporations Act*, S.C. 2009, c. C-23 including Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
 - b) “Articles” means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;
 - c) “Board” or “Board of Directors” means the Board of the Directors of the Corporation;

- d) “By-laws” means this by-law and any other by-laws of the Corporation as amended and which are, from time to time, in force and effect;
 - e) “Corporation” means Results Driven Agriculture Research;
 - f) “Director” means a Director elected or appointed pursuant to the By-laws;
 - g) “Member” means a Class A Member and a Class B Member;
 - h) “Officers” means the Chair and Vice-Chair of the Corporation;
 - i) “ordinary resolution” means a resolution passed by a majority of votes cast on that resolution;
 - j) “public accountant” means the public accountant appointed for the Corporation under paragraph 127(1)(e) or subsection 181(1) or 186(1) of the Act or who fills a vacancy under subsection 184(2) or 185(1) of the Act;
 - k) “Regulations” means the Canada Not-for-profit Corporations Regulations; and
 - l) “special resolution” means a resolution passed by a majority of not less than two thirds of the votes cast on that resolution.
2. Words not defined in the By-laws have the meanings prescribed in the Act and Regulations.
3. In each By-law and in each resolution of the Board of Directors and the Members, the singular shall include the plural, the plural shall include the singular and the masculine shall include the feminine and the neuter. Wherever reference is made in this or any other by-law or in any resolution of the Board of Directors and the Members to any statute or section thereof, such reference shall be deemed to extend and refer to any amendment to or re-enactment of such statute or section, as the case may be.

MEMBERS

Act and Regulations

[\(contents\)](#)

4. Subject to paragraphs 5 to 36, the Membership provisions in Part 10 of the Act apply as written.

Membership

[\(contents\)](#)

5. The Corporation shall have the following two classes of Members:
- a) Class A Members who shall:
 - (i) be entitled to receive notice of and to attend all meetings of the Members;
 - and

- (ii) have one (1) vote at each such meeting, except for meetings at which only Members of another class are entitled to vote separately as a class.
 - b) Class B Members who shall:
 - (i) be entitled to receive notice of and to attend all meetings of the Members;
 - (ii) not be entitled to vote at meetings of the Members except as otherwise provided by the Act.
6. The number of Members of each Class shall be determined from time to time by an ordinary resolution of the Board of Directors, but the number of Class B Members shall not be equal to or exceed the number of Class A Members.

Class A Members

[\(contents\)](#)

7. A Class A Member must:
- a) be either:
 - (i) a marketing board or commission established under the *Marketing of Agricultural Products Act* R.S.A. 1980 c. M-4; or
 - (ii) an incorporated not-for-profit association representing Alberta agriculture producers;
 - b) be interested in advancing the purpose of the Corporation; and
 - c) agree to comply with the Act, Regulations, By-laws and policies of the Board of Directors.
8. Notwithstanding paragraph 7(a)(ii), subject to the approval of the Board of Directors, an unincorporated not-for-profit association may be admitted as a Class A Member.
9. Subject to paragraphs 19 and 25, the term of membership of a Class A Member is indefinite.

Class B Members

[\(contents\)](#)

10. A Class B Member must:
- a) be either:
 - (i) a university or college established under the *Post-Secondary Learning Act*; or
 - (ii) an incorporated not-for-profit organization;
 - b) be directly or indirectly involved in agriculture research;

- c) be interested in advancing the purpose of the Corporation; and
 - d) agree to comply with the Act, Regulations, By-laws and policies of the Board of Directors.
11. Notwithstanding paragraph 10(a)(ii), subject to the approval of the Board of Directors, a for-profit corporation may be admitted as a Class B Member.
 12. Subject to paragraphs 19 and 25, the term of membership of a Class B Member is three (3) years from the date the Class B Member was approved for membership by the Board of Directors or the date the Class B membership was renewed.
 13. The membership of a Class B Member may be renewed by the Board of Directors, in its sole discretion, for subsequent 3-year terms at any time before or after the expiry of the term.

Application/Invitation for Membership

[\(contents\)](#)

14. Subject to paragraphs 7 and 10, an organization may apply or be invited by the Board of Directors to be a Class A Member or Class B Member.
15. Any application or invitation for membership in the Corporation must be approved by ordinary resolution of the Board of Directors.
16. The Board of Directors shall, at all times, have the power to:
 - a) reject or defer any application for membership;
 - b) revoke or defer any invitation for membership; andand the decision of the Board of Directors shall be final.

Membership Dues

[\(contents\)](#)

17. There shall be no dues payable by the Members.

Membership Review and Removal

[\(contents\)](#)

18. The Membership of the Corporation may be reviewed by the Board of Directors at any time.
19. Subject to paragraphs 20 to 24, a Member may be removed from the Corporation, by an ordinary resolution of the Board of Directors, if the Member:
 - a) no longer meets the eligibility criteria for that membership Class;
 - b) has failed to attend two consecutive Member meetings;

- c) is on the Advisory Committee, and has failed to attend two consecutive Advisory Committee meetings;
 - d) has failed to comply with the Act, Regulations, By-laws, or any written policy of the Board of Directors;
 - e) has carried out any conduct which may be detrimental to the Corporation as determined by the Board of Directors in its sole discretion; or
 - f) for any other reason that the Board of Directors in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation.
20. In the event that the Board of Directors determines that a Member should be removed the Chair, or such other officer as may be designated by the Board of Directors, shall provide twenty (20) days' notice of the decision to remove the Member with reasons.
21. The Member may make written submissions to the Chair, or such other officer as may be designated by the Board of Directors, in response to the notice received within such twenty (20) day period.
22. In the event that no written submissions are received from the Member, the Chair or such other officer as may be designated by the Board of Directors, may proceed to notify the Member that the Member is removed from membership in the Corporation.
23. If written submissions are received in accordance with paragraph 21, the Board of Directors will consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions.
24. The decision of the Board of Directors shall be final and binding on the Member, without any further right of appeal.

Withdrawal by Member

[\(contents\)](#)

25. A Member may withdraw from the Corporation, at any time, by giving written notice to the Board of Directors.

Member Reinstatement

[\(contents\)](#)

26. A Member who is removed or withdraws from the Corporation pursuant to paragraphs 19 and 25 may, after the expiration of ninety (90) calendar days, apply or be invited to have its membership reinstated.

Member Meetings

[\(contents\)](#)

27. Subject to section 160(1) and (2) of the Act, annual meetings of the Members shall be held in Alberta at such place or by such method and at such time as the Board of Directors shall determine.

28. Subject to section 167 of the Act, special meetings of the Members shall be held in Alberta at such place or by such method and at such time as the Board of Directors shall determine.
29. Notice of the time and place of a meeting of the Members shall be given to each Member entitled to vote at the meeting by one of the following means:
 - a) by mail, courier or personal delivery, during a period of 21 to 60 days before the day on which the meeting is to be held; or
 - b) by telephonic, electronic or other communication facility, during a period of 21 to 35 days before the day on which the meeting is to be held.

Electronic Meetings

[\(contents\)](#)

30. Any person entitled to attend a meeting of members may participate in the meeting, in accordance with the Regulations, by means of a telephonic, an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, if the Corporation makes available such a communication facility. A person so participating in a meeting is deemed for the purposes of this Act to be present at the meeting.
31. If the Directors or Members call a meeting of the Members, the Directors or Members, as the case may be, may determine that the meeting of the Members shall be held, in accordance with the Regulations, entirely by means of a telephonic, an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

Adjourned Member meetings

[\(contents\)](#)

32. Notwithstanding section 162(7) of the Act, notice of adjourned meetings shall be provided to the Members in accordance with the Act and Regulations.

Quorum

[\(contents\)](#)

33. Pursuant to section 164(1) of the Act:
 - a) the quorum for an annual meeting of the Members shall be twenty-five (25) per cent of the Class A Members; and
 - b) the quorum for a special meeting of the Members shall be:
 - (i) fifty (50) per cent of the Class A Members; and
 - (ii) if sections 197 and 199 of the Act applies, twenty-five (25) per cent of the Class B Members.

Voting

[\(contents\)](#)

34. At meetings of Members:
 - a) there shall be no voting by proxy;
 - b) if the meeting chair is a Director, the meeting chair shall not have the right to vote; and
 - c) a representative of a Member who holds office as a Director shall not have the right to vote.
35. A majority of votes cast by those eligible to vote shall determine the question except where the vote or consent of a greater number is required by the By-laws or the Act.
36. Each individual entitled to vote shall have one (1) vote on each matter put to the question at any meeting and at each election.
37. Subject to paragraph 41, voting at a meeting of Members shall be by show of hands, except if a ballot is demanded by a Member entitled to vote at the meeting.
38. Voting in elections of Directors shall be by secret ballot.
39. Any person participating in a meeting under paragraph 30 and entitled to vote at that meeting may vote, and that vote may be held, in accordance with the Regulations, by means of the telephonic, electronic or other communication facility that the Corporation has made available for that purpose.
40. Despite paragraph 37, any vote at a meeting of the Members held may be held, in accordance with the Regulations, entirely by means of a telephonic, an electronic or other communication facility, if the Corporation makes such a communication facility available.

Voting other than at a Member meeting

[\(contents\)](#)

41. Subject to the section 74 of the Regulations, at the discretion of the Corporation, the Members may vote on any matter or in an election of Directors, other than at a Member meeting, entirely by either mail-in ballot or by means of a telephonic, electronic or other communication facility.
 - a) The procedure for collecting, counting and reporting the results of a vote by mail-in ballot held outside of a Member meeting are attached as Schedule "A".
 - b) The procedures for collecting, counting and reporting the results of a vote by means of a telephonic, electronic or other communication facility held outside of a Member meeting are set out in Schedule "B" and Schedule "C".
42. Any vote in accordance with paragraph 41 shall be deemed for the purposes of the Act and these By-laws to have been held at a meeting of the Members.

BOARD OF DIRECTORS

[\(contents\)](#)

Act and Regulations

[\(contents\)](#)

43. Subject to paragraphs 44 to 80, the Director provisions in the Part 9 of the Act apply as written.

Number of Directors

[\(contents\)](#)

44. There shall be a minimum of nine (9) and a maximum of eleven (11) Directors as follows:
- a) up to seven (7) Directors elected from candidates nominated by the Class A Members; and
 - b) subject to paragraph 45, up to four (4) Directors elected from candidates nominated by the Board of Directors.
45. The Board of Directors may appoint up to two (2) Directors pursuant to Item 8 clause 2 of the Articles and section 128(8) of the Act.

Eligibility

[\(contents\)](#)

46. To be eligible to be nominated to hold office as a Director, the nominee must:
- a) be an individual 18 years of age or older;
 - b) must not be incapable or bankrupt;
 - c) have past experience as a director and a demonstrated understanding of governance principles;
 - d) not be an employee of the Government of Alberta; and
 - e) meet such other eligibility criteria as may be established by the Corporation, from time to time.

Nominations

[\(contents\)](#)

47. Each Class A Member may nominate one candidate for election as a Director at each election for Directors provided a previous nominee by that Class A Member is not a sitting Director whose term does not expire at the close of the election.
48. All nominations for Directors shall be in writing and in the form prescribed by the Corporation and shall contain:
- a) the name, address and contact information of the Class A Member submitting the nomination;

- b) the name, address, contact information, experience and qualifications of the individual being nominated; and
- c) the written or electronic consent of the individual being nominated agreeing to act as a Director if elected.

Election of Directors

[\(contents\)](#)

- 49. The Class A Members shall, by ordinary resolution at each annual member meeting at which an election of directors is required, elect Directors to hold office for a term expiring within the periods prescribed in paragraphs 51 to 60.
- 50. At the initial member meeting called in 2021, the Class A Members shall elect by separate ballot:
 - a) seven (7) Directors from among the candidates nominated by the Class A Members; and
 - b) three (3) Directors from among the candidates nominated by the Board of Directors.
- 51. The election pursuant to paragraph 50(a) shall be such that:
 - a) two (2) Directors will be elected until the annual meeting of members in 2023;
 - b) two (2) Directors will be elected until the annual meeting of members in 2024; and
 - c) three (3) Directors will be elected until the annual meeting of members in 2025.
- 52. The election pursuant to paragraph 50(b) shall be such that:
 - a) one (1) Director will be elected until the annual meeting of members in 2023;
 - b) one (1) Director will be elected until the annual meeting of members in 2024; and
 - c) one (1) Directors will be elected until the annual meeting of members in 2025.
- 53. Following the election of Directors pursuant to paragraphs 51 and 52, elections will be held as the terms of office expire and the Class A Members shall elect by separate ballot:
 - a) the required number of Directors from among the candidates nominated by the Class A Members; and
 - b) the required number of Directors from among the candidates nominated by the Board of Directors.
- 54. The candidates receiving greatest number of votes shall be elected as a Director.

55. In the event of a tie between two or more candidates the ballots shall be recounted. If the tie is confirmed there will be another election between those candidates. The candidate who receives the most votes on the second ballot shall be elected as a Director. If a tie remains after the second election, the names of those candidates will be placed in a receptacle and a scrutineer shall draw one or more candidate's name. The person whose name is drawn shall be declared elected.
56. Where less than or only a sufficient number of individuals are nominated to fill the required number of positions of Director, the Directors so nominated shall be elected by acclamation.

Term of Office

[\(contents\)](#)

57. For the purposes of Articles 58 to 60:
- a) the term "year" means the time between two consecutive annual member meetings;
 - b) the time served between the election held at the initial member meeting under Article 50 and the first annual member meeting held under section 160(1)(a) of the Act shall not count as a year served; and
 - c) the first year in office for the Directors elected at the initial member meeting under Article 50 shall commence at the first annual member meeting held under section 160(1)(a) of the Act, as if elected at that meeting.
58. Subject to paragraphs 51 and 52, the term of office of a Director shall be for a period of three (3) years which shall:
- a) commence at the close of the annual member meeting at which the results of the election are announced; and
 - b) expire at the close of the annual member meeting at which the results of the election are announced in the third year following the year in which the term commenced.
59. An individual shall not hold office for more than six (6) years as a Director.
60. For the purpose of determining the number of years that an individual has served as a Director, a portion of a year served by a Director shall be considered to be a year served if the time served exceeds six (6) months.

Vacancy and Removal of Directors

[\(contents\)](#)

61. A Director ceases to hold office when the Director:
- a) resigns from office by delivering a written resignation to the Corporation;

- b) is no longer eligible to be a Director;
 - c) dies; or
 - d) is removed from office pursuant to paragraph 62.
62. The Class A Members may by ordinary resolution at a special meeting remove any Director or Directors from office.
63. A vacancy created by the removal of a Director may be filled at the meeting of the Class A Members at which the Director is removed, or if not so filled, may be filled under paragraph 64.
64. A quorum of Directors may fill a vacancy among the Directors, except a vacancy resulting from an increase in the number or the minimum or maximum number of Directors provided for in the Articles or a failure to elect the number of minimum number of Directors provided for in the Articles.

Duties of the Board of Directors

[\(contents\)](#)

65. The Board of Directors shall oversee the management and administration of the affairs, property and business of the Corporation and exercise all the powers, act and things that the Corporation may exercise and do, and which are not by these By-laws, the Articles, the Act or the Regulations or otherwise lawfully directed or required to be exercised by the Members.

Remuneration

[\(contents\)](#)

66. Subject to the funding agreements between the Corporation and the Minister of Alberta Agriculture and Forestry, the Board of Directors may fix:
- a) the reasonable remuneration of the Directors, Officers and committee members for preparation and attendances at meetings of the Corporation or any committee thereof;
 - b) the travel and living expenses to be paid to the Directors, Officers and committee members; and
 - c) the indemnification the Directors, Officers and committee members may receive for any expenses incurred on behalf of the corporation as a director, officer or committee member.

Board of Directors' Meetings

[\(contents\)](#)

67. Subject to paragraphs 68 and 69, meetings of the Board of Directors shall be held in Alberta at such place and time as the Board of Directors shall determine.

68. A meeting of the Board of Directors may be convened at any time by the Chair, the Vice-Chair, or not less than five (5) of the Directors.
69. The Board of Directors shall meet at least two (2) times each year and at such additional times as may be required for the proper management of the Corporation provided that one of the meetings of the Corporation shall be held in accordance with paragraph 82.
70. Notwithstanding section 136(7) of the Act, the consent of all the Directors is not required for a Director to participate in a meeting of Directors or a committee of Directors by electronic means.
71. All decisions of the Directors shall be determined by a vote of the Directors.

Notice of Meetings

[\(contents\)](#)

72. Notice of a meeting of Directors stating the day, hour and place of the meeting shall be sent to each Director no less than
 - a) twenty-four (24) hours before a meeting by electronic means is to take place; and
 - b) seven (7) days before a meeting in person is to take placeand may be sent by e-mail to the last known e-mail address provided by the Director to the Corporation.
73. Any abridgement of the notice period or an error or inadvertent omission in a notice of a meeting, or any adjourned meeting shall not invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and any Director may ratify, approve and confirm all proceedings taken or had thereat.

Adjourned Director Meetings

[\(contents\)](#)

74. Notwithstanding section 136(5) of the Act, notice of adjourned meetings shall be provided to the Directors in accordance with the By-laws.

Quorum

[\(contents\)](#)

75. The quorum for a meeting of the Directors shall be a majority of the actual number of Directors.

Voting

[\(contents\)](#)

76. Every question submitted to a meeting shall be decided by a show of hands or, if Directors are participating by electronic means, by verbal or electronic response, either in the positive or negative.

77. A majority of votes cast by those present at the meeting and eligible to vote shall determine the questions in meetings except where the vote or consent of a greater number is required.
78. Each individual entitled to vote, including the Chair, shall have one (1) vote on each matter put to the question at any meeting.
79. In the case of an equality of votes, the Chair shall not have a casting vote and an equal vote will defeat the question.
80. All elections of Officers shall be by secret ballot.

OFFICERS

[\(contents\)](#)

Act and Regulations

[\(contents\)](#)

81. Subject to paragraphs 82 to 96, the Officer provisions in Part 9 of the Act apply as written.

Election of Officers

[\(contents\)](#)

82. After the Directors have been declared elected at the annual meeting of members, the Corporation shall hold a meeting of the Board of Directors and that meeting must be held immediately or no later than 24 hours following the close of the annual meeting of Members.
83. At the Board of Directors meeting held under paragraph 82, the Directors shall elect from among themselves:
 - a) a Chair of the Corporation; and
 - b) a Vice Chair of the Corporation.

Term of Office

[\(contents\)](#)

84. The term of office of the Chair and Vice Chair elected pursuant to paragraph 83:
 - a) commences immediately on the Officer being elected at the Board of Directors meeting held pursuant to paragraph 82; and
 - b) expires immediately on the Directors being declared elected at the next annual meeting of members.
85. A Director shall not serve as Chair of the Corporation for more than three (3) consecutive terms.
86. For the purpose of determining the number of terms that a Director has served as Chair, an unexpired term of office served by the Chair who is appointed pursuant to paragraph 89 shall be considered to be a term of office only if the time served exceeds 6 months.

Vacancy and Removal of Officers

[\(contents\)](#)

87. The Chair and Vice Chair cease to hold office when the individual:
- a) resigns from office by delivering a written resignation to the Corporation;
 - b) is no longer eligible to be a Director;
 - c) dies;
 - d) is no longer eligible to hold that Officer position; or
 - e) is removed from office pursuant to paragraph 88.
88. The Corporation may, by special resolution, remove the Chair or Vice Chair from office, without removing them as a Director.
89. Where the Chair or Vice Chair, ceases to hold office or where a vacancy is created by the removal of the Chair or Vice Chair before the expiry of that officer's term of office:
- a) in the case of the Chair, the Vice-Chair will serve as Chair for the unexpired portion of the term; and
 - b) in the case of the Vice-Chair, the Board of Directors shall elect another Director to fill the position for the unexpired portion of the term.
90. A Chair or Vice Chair removed from office pursuant to paragraph 88 is not eligible to be elected or appointed to fill the vacancy created by the removal of the Chair or Vice Chair.

General Responsibilities of the Chair and Vice Chair

[\(contents\)](#)

91. The Chair and Vice Chair must carry out only those responsibilities of the Corporation that are delegated to the Chair and Vice chair by the Corporation.
92. The Chair and Vice Chair shall report to the Board of Directors on their activities as required by the Board of Directors.
93. The Chair and Vice Chair shall be responsible for:
- a) delegating the execution of the decisions of the Corporation and oversight of such execution by management;
 - b) providing leadership to the Corporation and management;
 - c) acting as the official signatories for any the Corporation for which signing authority has not been delegated to management; and
 - d) ensuring that accurate and comprehensive records of all meetings and resolutions of the Corporation, and/or any committee are maintained.

Duties of the Chair

[\(contents\)](#)

94. The Chair shall:
- a) when present, chair all meetings of the Members and Directors;
 - b) act as the chief liaison with the committee chairs between meetings of the Corporation;
 - c) act as the chief liaison with the individual hired pursuant to paragraph 107;
 - d) be an ex officio member of all committees but shall not be a chair of any committee;
 - e) encourage consensus at meetings of the Corporation and monitor relationships between members of the Corporation; and
 - f) perform such other duties and responsibilities and exercise such powers as may be directed or delegated to the Chair from time to time by the Corporation.

Duties of the Vice-Chair

[\(contents\)](#)

95. The Vice-Chair shall:
- a) in the absence of the Chair, chair all the meetings of the Members and Directors;
 - b) be vested with all the powers and shall perform all the duties and exercise the powers of the Chair in the absence or inability or refusal of the Chair to act; and
 - c) perform such other duties and responsibilities and exercise such powers as may be directed or delegated to the Vice-Chair from time to time by the Corporation.

Delegation of Duties of Officers

[\(contents\)](#)

96. In case of the absence or inability to act of an Officer or committee chair, or for any other reason that the Directors may deem sufficient, the Directors may delegate all or any of the powers of such Officer or committee chair to any other Officer or committee chair or to any Director for the time being.

STANDING COMMITTEES

[\(contents\)](#)

97. The Board of Directors shall establish the following Standing Committees which shall serve in an advisory capacity and report to the Board of Directors:
- a) **Governance Committee** [\(contents\)](#)

The Governance Committee shall be responsible for ensuring the effective governance and management of the Corporation, including without limitation

assisting with the recruitment, nomination and evaluation of nominees for election to the Board of Directors against the eligibility criteria set out in paragraph 46, reviewing the governance performance of the Board of Directors and committees, reviewing the governance structure, strategic planning and Code of Conduct and Conflict of Interest Policy, reviewing the membership and recruiting new Members, conducting Board training and development and overseeing the planning of the annual meetings of the members.

b) **Finance and Audit Committee** [\(contents\)](#)

The Finance and Audit Committee shall be responsible for monitoring the integrity of the financial reporting process and the system of internal controls regarding financial reporting and accounting compliance and the independence and performance of the public accountant; and providing an avenue of communication among the public accountant, management and the Board of Directors.

c) **Research Committee** [\(contents\)](#)

The Research Committee shall be responsible for advising the Board of Directors on the overall research goals of the Corporation, reviewing recommendations for funding of research grant applications, overseeing the distribution of designated or allocated research funds and making recommendations on research policies and procedures.

d) **Communications Committee** [\(contents\)](#)

The Communications Committee shall be responsible for overseeing the development and execution of a communication strategy consistent with the Corporation's vision, mandate, values and priorities.

e) **Advisory Committee** [\(contents\)](#)

The Advisory Committee shall be responsible for recommending research priorities to the Board of Directors, advising the Board of Directors on key emerging industry issues, providing feedback to the Board of Directors on policy, procedures and performance, reviewing the Corporation's performance metrics, and providing the Board of Directors with feedback on the perceived value of its research initiatives.

98. The Standing Committees shall perform such other duties and responsibilities and exercise such powers as may be directed or delegated to the Standing Committees from time to time by the Board of Directors.

99. The Standing Committees shall carry out their delegated responsibilities in accordance with the Standing Committee Terms of Reference approved, from time to time, by the Board of Directors.

100. The Standing Committee Terms of Reference shall contain provisions for the appointment, removal and withdrawal of chairs and members, the method and time of calling meetings, the number constituting quorum, voting rights, governance, operation, duties and functions of the Standing Committees.

AD HOC COMMITTEES

Establishment of Ad Hoc Committees

[\(contents\)](#)

101. The Board of Directors may establish such ad hoc committees as it deems necessary, to assist it in the fulfillment of its duties and responsibilities and the Board of Directors may delegate to such ad hoc committees any of the Board of Directors' responsibilities that may be lawfully delegated.
102. All ad hoc committees shall serve in an advisory capacity, report to the Board of Directors and carry out their delegated responsibilities in accordance with their respective committee Terms of Reference approved, from time to time, by the Board of Directors.
103. The Board of Directors may from time to time dissolve, suspend or re-establish any ad hoc committee.
104. The Board of Directors may provide for the appointment and removal of ad hoc committee chairs and members and provide for the terms of reference, governance, operation, duties and functions of the ad hoc committees.

Ad Hoc Committee Meetings

[\(contents\)](#)

105. Committees may hold their meetings at such time and place as may be determined from time to time by the chair of the committee.
106. Committee meetings may be called by the committee chair or by majority of the members of the committee.

MANAGEMENT

[\(contents\)](#)

107. To carry out the management duties of the Corporation and the management duties and responsibilities of the Officers and committee chairs the Corporation shall hire one individual to be responsible for the day-to-day business, affairs and management of the Corporation.
108. The title of the individual hired pursuant to paragraph 107 shall be determined by the Corporation by ordinary resolution.
109. The individual referred to in paragraph 107 hired to manage the Corporation shall, under the direction and oversight of the Board of Directors:
 - a) manage and administer the property, business and affairs of the Corporation by, among other things:

- (i) providing quality, comprehensive policy advice to the Board of Directors and committees;
 - (ii) ensuring proper oversight of all administrative actions and behaviour;
 - (iii) acting as the conduit of the decisions of the Board of Directors to administration;
 - (iv) ensuring that all the decisions of the Board of Directors are implemented in a timely manner;
 - (v) reporting to the Chair and the Board of Directors; and
 - (vi) in conjunction with the Chair and Vice Chair, be a spokesperson for the Corporation;
- b) conduct the affairs of the Corporation in accordance with the Act, Regulations and By-laws and within the agreements, policies and resolutions approved by the Board of Directors;
 - c) organize and attend meetings of the Board of Directors, committees, the annual meeting of the Members and act as Returning Officer for the election of Directors, Officers, and committee chairs;
 - d) act as secretary and keep accurate minutes of all meeting of the Members, the Board of Directors and the committees;
 - e) maintain all records required by the Act, Regulations and the Board of Directors;
 - f) have charge of the preparation and custody of all the correspondence and books of account and accounting records of the Corporation;
 - g) hire and manage such employees and contractors as may be necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by management from time to time;
 - h) have charge of the Minute Book and corporate seal, if any, of the Corporation;
 - i) subject to any resolution of the Board of Directors, have the care and custody of the funds and securities of the Corporation, keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust Company, or, in the case of securities, in such registered dealer in securities as may be designated by the Corporation from time to time;

- j) collect and receive all monies paid to the Corporation in relation to same and deposit same in whatever institution the Board of Directors may by resolution determine;
 - k) disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Board of Directors a full and detailed account of the receipts and disbursements and a statement of the financial position of the Corporation;
 - l) prepare for submission to the Board of Directors a statement duly audited of the financial position of the Corporation and submit a copy of same to the Board of Director and the Members;
 - m) properly account for the funds of the Corporation and keep such books as may be directed; and
 - n) be accountable for the proper discharge of all duties of the Corporation not retained by the Board of Directors and perform all duties incidental to the office or that are properly required by the Corporation.
110. In carrying out the management duties and responsibilities the individual referred to in paragraph 107 may delegate duties to employees and contractors of the Corporation provided the individual referred to in paragraph 107 remains responsible for the performance of those duties.

GENERAL MATTERS

Registered office

[\(contents\)](#)

111. The registered office of the Corporation shall be in such location in Alberta as may be determined by resolution the Board of Directors from time to time.

Records

[\(contents\)](#)

112. In addition to the records required to be maintained by the Board of Directors, the record provisions in Part 4 of the Act apply as written.

Fiscal Year and Financial Statements

[\(contents\)](#)

113. The fiscal year of the Corporation shall be determined by resolution of the Board of Directors from time to time.
114. The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the Board of Directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the Corporation and/or other persons as the Board of Directors may by resolution from time to time designate, direct or authorize.

Act and Regulations – Financial

[\(contents\)](#)

115. The financial disclosure and financial statement provisions in Part 5 of the Act apply as written.
116. The provisions in the Act and Regulations governing the Corporation's public accountant as set out in Part 12 of the Act apply as written.

Seal

[\(contents\)](#)

117. The Board of Directors may provide a corporate seal for the Corporation. If the Corporation has a corporate seal, it shall be of such form and device as may be adopted by the Corporation. The Corporation may make such provision as they see fit with respect to affixing of the said seal and the persons to attest by their signatures that such seal was duly affixed.
118. The Board of Directors shall have the power from time to time to destroy the seal and substitute a new seal in place of the seal destroyed.

Cheques, Drafts, Notes and Legal Documents

[\(contents\)](#)

119. All cheques, drafts, electronic bank transfers or orders for the payment of money or any contracts, documents or instruments in writing requiring the signature of the Corporation shall be signed by such officer or officers or person or persons, whether officers of the Corporation and in such manner as the Corporation may from time to time designate by resolution. All such writings so signed shall be binding upon the Corporation without any further authorization or formality.
120. The Corporation may, by special resolution, give the Corporation's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds and other securities of the Corporation and to management for carrying out his duties and responsibilities.

Communication of Notices

[\(contents\)](#)

121. Subject to paragraphs 122 to 124, the notice and communication provisions in Part 17 of the Act apply as written.
122. In calculating the number of days' notice to be given for a meeting the day of sending the notice and the day of the meeting shall be included.
123. The Members, Directors, Officers or committee members may change their address, telephone number or e-mail address by written notice to the Chair of the Corporation or his designate.
124. A declaration of any duly authorized management employee or Officer of the Corporation in office at the time of the making of the declaration as to the facts in relation to the giving

of any notice to any Member, Director, Officer or committee member shall be conclusive evidence thereof and shall be binding on every Member, Director Officer or committee member, as the case may be.

AMENDMENT OF THE BY-LAWS AND FUNDAMENTAL CHANGES [\(contents\)](#)

Act and Regulations

125. Subject to paragraph 126, the provisions governing by-law amendments and fundamental changes in Parts 10 and 13 of the Act apply as written.
126. The By-laws shall be reviewed every three years to review the provisions and effectiveness of the By-laws and determining whether any modifications are required to facilitate the conduct and management of the affairs of the Corporation.

SCHEDULE "A"

MAIL-IN BALLOT VOTING PROCEDURE

via Canada Post

Paragraph 41(a)

ELECTION OF DIRECTORS

The Class A Members may elect Directors to fill the required number of Director positions, in accordance with these By-laws, by secret mail-in ballot conducted as follows:

1. The candidates will be allowed to furnish for enclosure in the election package a photograph of themselves and a statement, of a reasonable length, outlining their interest and qualifications to be elected as a Director.
2. The names of the candidates shall be listed on the ballots in alphabetical order by surname, followed by first name if more than one candidate has the same surname.
3. Each election package will consist of the following:
 - a) Voting Instructions;
 - b) a Ballot Page with two ballots - one for the Class A Member nominated candidates and one for the Board nominated candidates – with the Ballot Page marked with a unique identifier which will ensure the validity of the ballots but which will not be associated with any Class A Member;
 - c) a Declaration form, marked with a different unique identifier associated with the Class A Member which will ensure that the election package is valid and has been assigned to a Class A Member, which must be signed by the authorized representative of the Class A Member and returned with the Ballot Page;
 - d) an inner Ballot Secrecy Envelope, into which the Class A Member will seal their Ballot Page; and
 - e) a return pre-addressed envelope, into which the Class A Member will place their Ballot Secrecy Envelope, containing their Ballot Page, and their signed Declaration.
4. Election packages will be mailed to all Class A Members by regular mail to their last post office address on file with the Corporation by such deadline as is required to ensure that the election process is completed in advance of the annual member meeting.
5. A Class A Member whose Ballot Page has been lost or spoiled may, no later than the deadline set out in the Voting Instructions, request a replacement Ballot Page from the Corporation. The Corporation will make every effort to issue that Class A Member a replacement Ballot Page if it is satisfied that doing so will not affect the integrity of the voting process.

6. The failure of any Class A Member to receive an election package, or a replacement Ballot Page does not in any way affect the counting of the votes or the outcome of the election.
7. Class A Members must return their completed Ballot Page sealed in the Ballot Secrecy Envelope, along with their signed Declaration, both in the pre-addressed return envelope provided to them, to the Corporation by courier or personal delivery by the deadline set out in the Voting Instructions.
8. The outer pre-addressed return envelopes will be opened by the Returning Officer (or such other person as may be appointed by the Returning Officer) to review the Declarations and separate the Declarations from the Ballot Secrecy Envelopes.
9. The unopened Ballot Secrecy Envelopes will be secured in a locked location at the Corporation's office until the date the ballots are to be counted as set out in the Voting Instructions.
10. The Ballot Secrecy Envelopes shall be opened and the ballots counted at the Corporation's office by the Returning Officer in the presence of two scrutineers approved by the Governance Committee.
11. The following ballots shall be considered spoiled and shall not be counted:
 - a) any Ballot Secrecy Envelop received after the deadline set out in the Voting Instructions;
 - b) any Ballot Page and Declaration received in an envelope other than the pre-addressed return envelope provided in the election package;
 - c) any Ballot Page that was not accompanied with a Declaration;
 - d) any ballot marked for more than the number of Directors to be elected;
 - e) two or more Ballot Pages marked with the same identifiers; and
 - f) any Ballot Secrecy Envelope that contains more than one Ballot Page.
12. The required number of candidates from each group (Class A Member nominated candidates and Board nominated candidates) receiving greatest number of votes shall be elected as Directors.
13. Ties between candidates that do not affect who will be elected will be ignored. If there is a tie in the number of votes for the last vacancy or vacancies to be filled, a run-off election by a second mail-in ballot or by e-mail ballot will be held in accordance with the above procedure.
14. If there is still a tie after a run-off election, the names of those candidates will be placed in a receptacle and a scrutineer shall draw one or more candidate's name. The candidate whose name is drawn shall be elected as a Director.

15. Upon the completion of the election, the Returning Officer shall announce the results of the election in such manner as may be determined by the Board of Directors. The official announcement of the results of the election shall be made at the annual member meeting.
16. The Ballot Pages and the Declarations shall be retained by the Corporation for 45 days following the close of the annual member meeting following which the Ballot Pages and the Declarations shall be destroyed.

VOTING ON RESOLUTIONS

The Class A Members may vote on resolutions, in accordance with these By-laws, by secret mail-in ballot conducted as follows:

1. Each voting package will consist of the following:
 - a) Voting Instructions;
 - b) Notice of the Special Resolution containing sufficient information about the Special Resolution to enable the Class A Members to make an informed decision;
 - c) a Ballot with the wording of the resolutions marked with a unique identifier which will ensure the validity of the ballots but which will not be associated with any Class A Member;
 - d) a Declaration form, marked with a different unique identifier associated with the Class A Member which will ensure that the voting package is valid and has been assigned to a Class A Member, which must be signed by the authorized representative of the Class A Member and returned with the Ballot;
 - e) an inner Ballot Secrecy Envelope, into which the Class A Member will seal their Ballot; and
 - f) a return pre-addressed envelope, into which the Class A Member will place their Ballot Secrecy Envelope, containing their Ballot, and their signed Declaration.
2. Voting packages will be mailed to all Class A Members by regular mail to their last post office address on file with the Corporation by the deadline set out in the Voting Instructions;
3. A Class A Member whose Ballot has been lost or spoiled may, no later than the deadline set out in the Voting Instructions, request a replacement Ballot from the Corporation. The Corporation will make every effort to issue that Class A Member a replacement Ballot if it is satisfied that doing so will not affect the integrity of the voting process.
4. The failure of any Class A Member to receive a voting package, or a replacement Ballot does not in any way affect the counting of the votes or the outcome of the vote.

5. Class A Members must return their completed Ballot sealed in the Ballot Secrecy Envelope, along with their signed Declaration, both in the pre-addressed return envelope provided to them, to the Corporation by courier or personal delivery by the deadline set out in the Voting Instructions.
6. The outer pre-addressed return envelopes will be opened by the Returning Officer (or such other person as may be appointed by the Returning Officer) to review the Declarations and separate the Declarations from the Ballot Secrecy Envelopes.
7. The unopened Ballot Secrecy Envelopes will be secured in a locked location at the Corporation's office until the date the ballots are to be counted as set out in the Voting Instructions.
8. The Ballot Secrecy Envelopes shall be opened and the ballots counted at the Corporation's office by the Returning Officer in the presence of two scrutineers approved by the Governance Committee.
9. The following ballots shall be considered spoiled and shall not be counted:
 - a) any Ballot Secrecy Envelop received after the deadline set out in the Voting Instructions;
 - b) any Ballot and Declaration received in an envelope other than the pre-addressed return envelope provided in the election package;
 - c) any Ballot that was not accompanied with a Declaration;
 - d) two or more Ballots marked with the same identifiers; and
 - e) any Ballot Secrecy Envelope that contains more than one Ballot.
10. The Board of Directors shall announce the results of the vote on the Special Resolution in such manner as may be determined by the Board of Directors.
11. The Ballot and the Declarations shall be retained by the Corporation for 45 days following the date the ballots were counted following which the ballots and the Declarations shall be destroyed.

SCHEDULE "B"

E-MAIL BALLOT PROCEDURE

Electronic Voting

Paragraph 41(b)

ELECTION OF DIRECTORS

The Class A Members may elect Directors to fill the required number of Director positions, in accordance with these By-laws, by secret e-mail ballot conducted as follows:

1. The Governance Committee will appoint an independent third-party Election Official to assist in the voting procedure and assure that ballots are presented to the Corporation without it being possible for the Corporation to identify how each member voted.
2. The candidates will be allowed to furnish for enclosure in the election package a photograph of themselves and a statement, of a reasonable length, outlining their interest and qualifications to be elected as a Director.
3. The names of the candidates shall be listed on the ballots in alphabetical order by surname, followed by first name if more than one candidate has the same surname.
4. Each election package will consist of the following:
 - a) Voting Instructions;
 - b) a Ballot Page with two ballots - one for the Class A Member nominated candidates and one for the Board nominated candidates – with the Ballot Page marked with a unique identifier which will ensure the validity of the Ballot Pages but which will not be associated with any Class A Member;
 - c) a Declaration form, marked with a different unique identifier associated with the Class A Member which will ensure that the election package is valid and has been assigned to a Class A Member, which must be signed by the authorized representative of the Class A Member and returned with the Ballot Page;
5. Election packages will be e-mailed to all Class A Members to their last e-mail address on file with the Corporation by such deadline as is required to ensure that the election process is completed in advance of the annual member meeting.
6. A Class A Member whose Ballot Page has been lost or spoiled may, no later than the deadline set out in the Voting Instructions, request a replacement Ballot Page from the Corporation. The Corporation will make every effort to issue that Class A Member a replacement Ballot Page if it is satisfied that doing so will not affect the integrity of the voting process.
7. The failure of any Class A Member to receive an election package, or a replacement Ballot Page does not in any way affect the counting of the votes or the outcome of the election.

8. Class A Members must return their completed Ballot Page and their signed Declaration to the Corporation's Election Official by e-mail (with the RDAR Elections as the subject matter) to the e-mail address and by the deadline set out in the Voting Instructions. Class A Members are encouraged to select the "Delivery Receipt" and "Read Receipt" options provided by their e-mail program to ensure that their Ballot Page and Declaration are received by the deadline.
9. The e-mails, Ballot Pages and Declarations will be printed on receipt by the Election Official in order to review the Declarations and separate the Declarations from the Ballot Pages.
10. The Ballot Pages (separated from the Declarations to ensure secrecy) will be secured in a locked location at the Election Official's office until the date the ballots are to be counted as set out in the Voting Instructions.
11. The ballots shall be counted at the Corporation's office by the Returning Officer in the presence of the Election Official and one scrutineer approved by the Governance Committee.
12. The following ballots shall be considered spoiled and shall not be counted:
 - a) any e-mail attaching the Ballot Page and Declaration received after the deadline set out in the Voting Instructions;
 - b) any Ballot Page and Declaration received from an e-mail address different from the e-mail address on record with the Corporation for the Class A Member;
 - c) any Ballot Page that was not accompanied with a Declaration;
 - d) any ballot marked for more than the number of Directors to be elected;
 - e) two or more Ballot Pages marked with the same identifiers; and
 - f) any e-mail that contains more than one Ballot Page.
13. The required number of candidates from each group (Class A Member nominated candidates and Board nominated candidates) receiving greatest number of votes shall be elected as Directors.
14. Ties between candidates that do not affect who will be elected will be ignored. If there is a tie in the number of votes for the last vacancy or vacancies to be filled, a run-off election by a second e-mail ballot will be held in accordance with the above procedure.
15. If there is still a tie after a run-off election, the names of those candidates will be placed in a receptacle and a scrutineer shall draw one or more candidate's name. The candidate whose name is drawn shall be elected as a Director.

16. Upon the completion of the election, the Returning Officer shall announce the results of the election in such manner as may be determined by the Board of Directors. The official announcement of the results of the election shall be made at the annual member meeting.
17. The Ballot Pages and the Declarations shall be retained by the Corporation for 45 days following the close of the annual member meeting following which the Ballot Pages and the Declarations shall be destroyed.

VOTING ON RESOLUTIONS

The Class A Members may vote on resolutions, in accordance with these By-laws, by secret e-mail ballot conducted as follows:

1. The Governance Committee will appoint an independent third-party official to assist in the voting procedure and assure that ballots are presented to the Corporation without it being possible for the Corporation to identify how each member voted.
2. Each voting package will consist of the following:
 - a) Voting Instructions;
 - b) Notice of the Special Resolution containing sufficient information about the Special Resolution to enable the Class A Members to make an informed decision;
 - c) a Ballot with the wording of the resolutions marked with a unique identifier which will ensure the validity of the ballots but which will not be associated with any Class A Member;
 - d) a Declaration form, marked with a different unique identifier associated with the Class A Member which will ensure that the voting package is valid and has been assigned to a Class A Member, which must be signed by the authorized representative of the Class A Member and returned with the Ballot;
3. Voting packages will be e-mailed to all Class A Members to their last e-mail address on file with the Corporation by the deadline set out in the Voting Instructions.
4. A Class A Member whose Ballot has been lost or spoiled may, no later than the deadline set out in the Voting Instructions, request a replacement Ballot from the Corporation. The Corporation will make every effort to issue that Class A Member a replacement Ballot if it is satisfied that doing so will not affect the integrity of the voting process.
5. The failure of any Class A Member to receive a voting package, or a replacement Ballot does not in any way affect the counting of the votes or the outcome of the vote.
6. Class A Members must return their completed Ballot Page and their signed Declaration to the Corporation's independent third-party official by e-mail (with RDAR Special Resolution as the subject matter) to the e-mail address and by the deadline set out in the

Voting Instructions. Class A Members are encouraged to select the "Delivery Receipt" and "Read Receipt" options provided by their e-mail program to ensure that their Ballot and Declaration are received by the deadline.

7. The e-mails, Ballot and Declarations will be printed on receipt by the official in order to review the Declarations and separate the Declarations from the Ballots.
8. The Ballot (separated from the Declarations to ensure secrecy) will be secured in a locked location at the official's office until the date the ballots are to be counted as set out in the Voting Instructions.
9. The ballots shall be counted at the Corporation's office by the Returning Officer in the presence of the official and one scrutineer approved by the Governance Committee.
10. The following ballots shall be considered spoiled and shall not be counted:
 - a) any e-mail attaching the Ballot and Declaration received after the deadline set out in the Voting Instructions;
 - b) any Ballot and Declaration received from an e-mail address different from the e-mail address on record with the Corporation for the Class A Member;
 - c) any Ballot that was not accompanied with a Declaration;
 - d) two or more Ballots marked with the same identifiers; and
 - e) any e-mail that contains more than one Ballot.
11. The Board of Directors shall announce the results of the vote on the Special Resolution in such manner as may be determined by the Board of Directors.
12. The Ballot and the Declarations shall be retained by the Corporation for 45 days following the date the ballots were counted following which the ballots and the Declarations shall be destroyed.

SCHEDULE "C"

ELECTRONIC BALLOT - ONLINE VOTING PROCEDURE

Electronic Voting

Paragraph 41 (b)

ELECTION OF DIRECTORS

The Class A Members may elect Directors to fill the required number of Director positions, in accordance with these By-laws, by secret electronic ballot (e-ballot) submission conducted as follows:

1. The e-ballots will be prepared in an online platform, as chosen by the Governance Committee, following the restrictions and settings as defined in these By-laws and by the *Canada Not-For-Profit Corporations Act (SC 2009, c. 23)*. Specifically, the online platform will:
 - a) enable the votes to be gathered in a manner that permits their subsequent verification, and
 - b) permit the tallied votes to be presented to the Corporation without it being possible for the corporation to identify how each member voted.
2. Each Class A Member will select a single representative who will register to vote in the election. Selected representatives will provide the Corporation with their full name and email address.
3. Candidates will be allowed to furnish for enclosure in the election package a photograph of themselves and a statement, of a reasonable length, outlining their interest and qualifications to be elected as a Director.
4. The names of the candidates shall be listed on the e-ballots in alphabetical order by surname, followed by first name if more than one candidate has the same surname.
5. Before the vote opens, the Class A Member representatives will receive an information package from the Corporation, via email, which includes:
 - a) Voting Instructions;
 - b) Candidate information (photo, resume and biographies).
6. Once voting opens, Class A Member representatives will receive an email from the platform with:
 - a) Voting Instructions;
 - b) an e-ballot with two questions: one to select Class A Member nominated candidates and one to select Board nominated candidates;

- c) An affidavit within the e-ballot that each Class A Member representative must check to ensure that the person voting is the authorized representative of the Class A Member.
7. The e-ballot will be emailed to the Class A Member's representative's email address by such deadline as is required to ensure that the election process is completed in advance of the annual member meeting.
8. A Class A Member whose e-ballot has not reached the representative or has been accidentally deleted, may request a replacement e-ballot from the Corporation no later than the deadline set out in the Voting Instructions. The Corporation will make every effort to issue that Class A Member a replacement e-ballot if it is satisfied that doing so will not affect the integrity of the voting process.
9. The failure of any Class A Member to receive an e-ballot, or a replacement e-ballot does not in any way affect the counting of the votes or the outcome of the election.
10. Class A Member representatives must submit their vote by e-ballot by the deadline set out in the Voting Instructions. The online voting will automatically close on the stated deadline and no additional votes will be accepted.
11. After voting, the platform will generate a confirmation receipt that the vote has been received and will not allow a Class A Member to vote again. Members may choose to print off this receipt. Because of the platform's design, all votes are considered valid and cannot be spoiled.
12. The votes will be automatically tallied by the online platform.
13. The required number of candidates from each group (Class A Member nominated candidates and Board nominated candidates) receiving greatest number of votes shall be elected as Directors.
14. Ties between candidates that do not affect who will be elected will be ignored. If there is a tie in the number of votes for the last vacancy or vacancies to be filled, a run-off election by a second e-ballot will be held in accordance with the above procedure.
15. If there is still a tie after a run-off election, the names of those candidates will be placed in a receptacle and a scrutineer shall draw one or more candidate's name. The candidate whose name is drawn shall be elected as a Director.
16. Upon the completion of the election, the Returning Officer shall announce the results of the election in such manner as may be determined by the Board of Directors. The official announcement of the results of the election shall be made at the annual member meeting.
17. The vote results and voter record shall be retained by the Corporation for 45 days following the close of the annual member meeting then shall be archived (destroyed).

VOTING ON RESOLUTIONS

The Class A Members may vote on resolutions, in accordance with these By-laws, by secret e-ballot conducted as follows:

1. Each Class A Member will select a single representative who will register to vote on the Resolution. Selected representatives will provide the Corporation with their full name and email address.
2. Before the vote opens, the Class A Member representatives will receive an information package from the Corporation, via email, which includes:
 - a) Voting Instructions;
 - b) Notice of the Special Resolution containing sufficient information about the Special Resolution to enable the Class A Members to make an informed decision.
3. Once voting opens, Class A Member representatives will receive an email from the platform with:
 - a) Voting Instructions;
 - b) An e-ballot with the wording of the Special Resolution;
 - c) An affidavit within the e-ballot that each Class A member must check which will ensure that the person voting is the authorized representative of the Class A Member.
4. A Class A Member whose e-ballot has not reached the representative or has been accidentally deleted, may request a replacement e-ballot from the Corporation no later than the deadline set out in the Voting Instructions. The Corporation will make every effort to issue that Class A Member a replacement e-ballot if it is satisfied that doing so will not affect the integrity of the voting process.
5. The failure of any Class A Member representative to receive an e-ballot, or a replacement e-ballot does not in any way affect the counting of the votes or the outcome of the election.
6. Class A Member representatives must submit their vote by e-ballot by the deadline set out in the Voting Instructions. The online voting will automatically close on the stated deadline and no additional votes will be accepted.
7. After voting, the platform will generate a confirmation receipt that the vote has been received and will not allow a Class A Member to vote again. Members may choose to print off this receipt. Because of the platform's design, all votes are considered valid and cannot be spoiled.
8. The votes will be automatically tallied by the online platform.

9. The Board of Directors shall announce the results of the vote on the Special Resolution in such manner as may be determined by the Board of Directors.
10. The vote results and voter record shall be retained by the Corporation for 45 days following the date the ballots were counted following which the e-ballots shall be archived (destroyed).