

SIM QSTF Electronic Ballots

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Introduction

This document describes the procedure to be used by the SIM Quality System Task Force (QSTF) for managing electronic ballots and votes. The procedure is based on the reference document “Electronic Voting” (SIM-06) which is issued, reviewed and approved by the SIM Council.

Electronic Votes (also known as e-votes) is a vote made in an e-ballot by e-mail or through a secure online forum.

1 Scope

This procedure applies to all electronic votes taken by the SIM QSTF. This document can be applied to resolutions, decisions, and a limited set of motions for approvals; such as, transition approvals and waiving the conditions related to conditional approvals. It is not applicable to initial or 5-year review approvals, which require an in person presentation. It can be applied in cases when an action or decision is required before the next scheduled meeting.

2 Objectives

The objectives of the procedure for e-ballots are to ensure:

- That the QSTF can make decisions between regularly scheduled meetings; and
- Fair and transparent decision making.

3 Procedure

Initiation: E-ballots are sent by the QSTF Chair or Secretary, however they can be initiated at the request of the QSTF Chair and delegates. QSTF delegates must send the request to the QSTF Chair and Secretary to initiate an e-ballot. The request must clearly define the issue and the proposed motion for the ballot as well as include any required background documentation. Upon receiving a proposed motion the QSTF Chair or Secretary will notify the members within three (3) weeks.

Sharing information: The information related to the issue to be voted on and background documentation will be posted on the QSTF SharePoint site.

Discussion: The QSTF Chair and Secretary will determine a period for discussion, typically three (3) weeks. The Chair and Secretary will act as moderator and are responsible for ensuring all comments and pertinent information are available to all members. The Chair shall act as a non-voting member, except in the case of a tied vote, when the Chair can cast the deciding vote, in accordance with “SIM Quality System Task Force Rules of Order” (SIM-09).

E-ballot: After the period for discussion is ended, the Chair or Secretary will call for the e-votes within a determined period, typically one (1) week. E-votes must be sent to the Chair and Secretary. Any conditions will be defined in the e-ballot.

Decision: The rules established in SIM-06 will apply with regard to quorum and decisions.

4 Records

The QSTF secretary is responsible for recording, filling and distributing a brief summary including the relevant points and positions of the discussions and the final text of the decision.

Revision History

Version	Authors	Date	Comments
0.1	Georgette Macdonald	2019-06-11	first draft submitted to SIM QSTF for comments – based on SIM No 6
0.2	Georgette Macdonald	2019-07-04	2 nd draft submitted to SIM QSTF for approval – incorporating comments received during the discussion period