APPENDIX B

THE TERMS OF REFERENCE FOR THE GENERAL ASSEMBLY VOTING AND BALLOT COMMITTEE

Appointment of a Voting and Ballot Committee

1. The Voting and Ballot Committee shall be appointed in accordance within sections 16 and 17 of the Rules of Order for the General Assembly.

Membership

2. The Committee shall consist of at least three members.

Mandate

3. In order to conduct voting by secret ballot by the General Assembly, in accordance with section 31(4) of the Constitution of the Kwanlin Dun First Nation, the Voting and Ballot Committee shall
   (a) make best efforts to uphold the security and anonymity of the voting process;
   (b) ensure that all the necessary materials and equipment, are on site to enable voting by secret ballot;
   (c) establish the voting place in each interactive hub;
   (d) ensure that an official list of eligible voters in attendance at each interactive hub.
   (e) assist in confirming each person's eligibility to vote; and
   (f) oversee and supervise the voting process to meet the standards outlined in these Terms of Reference.

Secret Ballot Voting Procedures

4. Voters may vote by one of the following methods:
   (a) Online via a secure platform that allows anonymous voting,
   (b) In-person via a secret paper ballot, or
   (c) Over the phone with the assistance of the technical support contractor.
5. Members of the General Assembly who are in physically in attendance must vote using a paper ballot. Members who are attending by remote connection must use option 5(a) or 5(c).

Ballot form

6. The ballot shall be designed so that the voter may select either
   (a) "Yes", meaning "In Favour", or
   (b) "No", meaning "Opposed".

Conduct of in-person vote

7. Upon issuing a ballot to a voter, Voting and Ballot Committee member shall put a line through the voter's name on the official voters list;
8. The voter shall
   (a) proceed to the private compartment provided for marking the ballot;
   (b) mark the ballot by placing a cross, check or other mark to clearly indicate the voter's choice;
   (c) fold the ballot concealing the mark on the face of the ballot; and
   (d) deliver the ballot to the ballot box.
9. The ballot box shall be placed in public view for the reception of ballots.
10. Immediately after the vote, the Voting and Ballot Committee shall proceed with the count.
11. The Voting and Ballot Committee shall reject any ballot
   (a) upon which votes have been cast for both "Yes," "In Favour" and "No," "Opposed";
   (b) upon which anything appears that identifies the voter;
   (c) that has not been marked;
   (d) that does not indicate a clear and unambiguous preference for either "Yes", "In Favour" or "No", "Opposed"; or
   (e) that is not an official and valid ballot.

Conduct of digital vote

12. The eligibility of remote connection voters shall be verified upon registration.
13. Remote connection voting results shall be collected in a manner that conceals the identity of voters to other members of the General Assembly.
14. Remote connection voting shall open and close at a time designated by the Chair of the General Assembly.
15. Remote connection voting shall be conducted in a manner that conceals the identity of the voter.
16. Following the count by the Voting and Ballot Committee, the Voting and Ballot committee shall report, in writing, the result of the count to the Chair of the General Assembly, including whether or not the vote reached a minimum of 60 per cent support in favor of the resolution.