

From: **"Mochrie, Paul" <Paul.Mochrie@vancouver.ca>**
To: **"Direct to Mayor and Council - DL"**
Date: 7/23/2021 4:45:47 PM
Subject: Voting Procedures - RTS 14642

Dear Mayor and Council,

At the Council meeting on July 20, 2021, Councillor De Genova requested clarification on the procedures regarding voting at electronic Council meetings. This email responds to that enquiry.

As noted by the Chair at the beginning of every meeting, if a Council member loses connection during the voting process, staff are available to get members back online while the voting process is suspended. The staff contact information for each meeting is circulated at the beginning of the meeting. The member must be on the WebEx when the vote starts to participate in the vote. If the member is not on the WebEx at the start of the vote they will be marked as absent for the vote as they are no longer in the meeting. If a member is on the WebEx at the start of a vote but has not voted, staff will attempt to contact the member while the voting process is suspended. If a member has disconnected from the meeting prior to the vote starting, they should contact the Clerk immediately so they can assist in getting the member back to the meeting as soon as possible. If members leave the meeting, they should notify the Clerk when they depart and when they return.

As communicated in the January 21, 2021 email from the City Manager, the WebEx video feed is used by meeting Chairs and the Clerk's staff to confirm quorum at all points during the meetings. Members are reminded to enable their video during the meeting so that the Chair and Clerk's Office staff can monitor quorum during the meeting.

Please contact Katrina Leckovic, City Clerk, at Katrina.leckovic@vancouver.ca should you have further questions.

Best,
Paul

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The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the x^wməθk^wəyəm (Musqueam), Sḵwəxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations.