

Riverbend Co-operative Ltd.
2024 Annual Meeting Election Procedure

- 1.) The Riverbend Co-op Director election will take place from April 3-9, 2024, with in store voting polls available. Voting polls will be held during regular business hours at the following locations: Beechy Farm Supply, Wiseton Farm Supply, Outlook Foodstores, Kenaston and Davidson Home, Agro & Liquor. Address information and detailed store hours can be found here: <https://www.riverbendco-op.crs/sites/riverbend/hours>
- 2.) There will be no further voting after business hours on April 9.
- 3.) The results of the election will be made public at the Annual General Meeting.
- 4.) Each member is eligible for one ballot for the election from any one of the polling stations, except in cases of joint membership where both named members are eligible to receive a ballot.
- 5.) New memberships sold after March 20, 2024 will not be eligible to vote in the 2024 election.
- 6.) Each polling station will receive a list of eligible members who can vote in the election. Members may be required to show identification to confirm their identity. After their identity is verified, they will be marked on the member list as having received a ballot, and the ballot envelope number will be recorded. The voting member will then select their preferred candidates, fill out the ballot, and return it to the envelope. The completed ballot and envelope will be deposited at the designated ballot box.
- 7.) Jill Lee and Donna Smith have been appointed as scrutineers for the election.
- 8.) In order to reconcile the ballots, each ballot envelope will be assigned a unique number solely for the purpose of identifying it as a legitimate ballot, or for retrieving it in the case of a spoiled ballot. The ballot control sheet will be kept separate from the scrutineer counting the ballots to ensure transparency and accuracy in the vote counting process.
- 9.) Spoiled ballots are ballots that cannot be counted because they have been marked incorrectly, damaged, or otherwise rendered invalid. Here are some examples of spoiled ballots:
 - a. Overvoted ballot: This occurs when a voter marks more candidates than allowed for a particular race or contest. For example, if a ballot instructs a voter to choose only one candidate, but the voter marks two or more candidates, the ballot would be considered overvoted and would not be counted.
 - b. Unintelligible ballot: This occurs when a voter marks the ballot in a way that is unclear or ambiguous. For example, if a voter marks the ballot outside of the designated spaces or uses unclear markings that cannot be interpreted, the ballot would be considered unintelligible and would not be counted.
 - c. Defaced ballot: This occurs when a voter marks the ballot in a way that is outside of the designated spaces or in a way that defaces the ballot. For example, if a voter writes

comments or markings on the ballot that interfere with the machine's ability to read the ballot, the ballot would be considered defaced and would not be counted.

- d. If a member receives more ballots than they are eligible for, any votes cast by that member will be deemed void and ineligible for the election.
- 10.) Ballots that are undervoted will be counted. An undervoted ballot occurs when a voter leaves a contest blank or fails to mark the required number of candidates. For example, if a ballot instructs a voter to select three candidates for a specific race, but the voter only marks two or fewer, the ballot is considered undervoted.
 - 11.) The preferred method of voting is in person at a polling station. However, if a member is unable to attend in person, they may make reasonable arrangements in advance to ensure they can participate in the election. This may include delivery or pickup of ballots, as well as options such as postage or courier services. Ballots must be received by April 11, and postmarked April 9, 2024.
 - 12.) If there is a tie in the election that affects the final outcome, the Riverbend Co-op's Board of Directors will use a secret ballot to make the decision at the reorganizational meeting following the AGM.
 - 13.) Every effort has been made to establish all the rules governing the election. In the event that any decisions need to be made, they will be referred to the Board of Directors, with the exception of those members who are candidates in the election.