Guide for Chiefs and Proxies – Electronic Voting at the Assembly of First Nations (AFN) Special Chiefs Assembly (SCA)

All voting at the upcoming Assembly of First Nations (AFN) Special Chiefs Assembly (SCA) on December 3-5, 2024, will be conducted electronically, both for in-person and virtual registered Chiefs and Proxies. This guide provides detailed instructions on the voting process.

Important Update

- Zoom polling will no longer be used for online voting.
- Manual vote counting will not take place by AFN Distribution Team.
- All votes will be processed through the AFN Electronic Voting Platform.
- A phone, tablet, or laptop will be required to access the voting platform and participate electronically. Chiefs and proxies without personal devices will have access to a designated support room on-site (details below).

Step-by-Step Voting Instructions for Chiefs and Proxies

1. Pre-Registration

- Chiefs and Proxies must upload government-issued photo identification (e.g., status card, driver's license, passport) to verify their identity.
- Each Chief or Proxy must provide an email address to access the AFN Electronic Voting Platform.
- Proxies must also upload a proxy letter signed by the Chief to complete the verification process.
- Once the information is submitted and verified, confirmation emails will be sent to all registered participants.
- Verified Chiefs and Proxies will receive a six-digit passcode during the registration process, which will be required to cast votes on the AFN Electronic Voting Platform.
- Virtual participants will also receive a private Zoom link (for the session only and not for voting). This link is specific to registered Chiefs and proxies.

2. On-Site Registration

- Chiefs and proxies registering on-site will follow the same process as pre-registered participants.
- Once verified using their government-issued photo ID and email address, they will receive a pre-assigned six-digit passcode during the registration process, which will be required to cast votes on the AFN Electronic Voting Platform.
- On-site registrants must also check in at the registration desk to activate their voting access.

3. Check-in Before the Assembly

- Verified Chiefs and Proxies, both in-person and virtual, must check-in with the registration desk prior to the start of the assembly.
- Access to the AFN Electronic Voting Platform will be activated via email only after the check-in process is completed.

Guide for Chiefs and Proxies – Electronic Voting at the Assembly of First Nations (AFN) Special Chiefs Assembly (SCA)

4. How to Cast Your Vote

- When the voting period opens, a link to the AFN Electronic Voting Platform and confirmation code will be emailed to each registered Chief and Proxy.
- If you do not receive your link, contact the Help Desk immediately at 1.833.368.7123 or registration@afn.ca.
- Click the link in the email to access the AFN Electronic Voting Platform.
- Select your option on the resolution:
  - For/In Support (in favour)
  - Oppose (against)
  - Abstain (choose not to vote)
- Submit your vote. Once submitted, the vote is encrypted and stored securely in the AFN Electronic Voting Platform's database.
- After submitting, your email will be flagged as "voted," ensuring you cannot vote again.

Attendance Changes and Transfers

- If a Chief needs to leave the assembly and designate a proxy:
  - If they are in-person, they must visit the on-site registration desk to initiate the transfer.
  - If they are virtual, they must email registration@afn.ca to process the transfer.
- If a Chief wishes to switch from in-person to virtual attendance, they must visit the on-site registration desk to complete the change.
  - Once a switch from in-person to virtual attendance is made, the change will remain in effect for the rest of the event. Switching back and forth will not be permitted.

* Special circumstances for attendance changes may be reviewed by AFN Legal Counsel.

On-Site Technical Support Room

There will be a designated room available during the AFN SCA for Chiefs or Proxies who do not have access to a phone, tablet, or laptop. Technical support staff will also be available in the designated room to assist with the voting process or any other technical difficulties. Charging stations and electrical outlets will also be available throughout the venue.

Contact Information

If you experience any technical difficulties or have questions regarding the registration or voting process, please contact the AFN Help Desk at registration@afn.ca or 1.833.368.7123.