



Instructions for Voting (Electronic Proxy and Live) and Use of the Amendments Listserv

Timetable for the Next 40 Days

The proposed changes to the CIA Bylaws and Rules of Professional Conduct are being presented to the membership in this announcement. The confirmation vote will take place by electronic proxy between May 30, 2016 and June 24, 2016, and live at the General Business Session of the 2016 Annual Meeting in St. John's, NL on June 28, 2016, at which time the votes submitted by proxy will be added to the number of votes made in person and the final results will be announced.

May 19, 2016 to June 28, 2016: Discussion Phase

Discussion will take place on the amendments@cia-ica.ca listserv. This listserv will remain open until the Annual Meeting on June 28, 2016.

Amendments Listserv Instructions:

Please note that:

- You may opt in/out at any time.
- The list is not moderated.
- Comments may be made in either official language.

To opt-in or to remove your name from the *Amendments* Listserv:

1. Go to the [CIA website](#) and login to the Members Site.
2. Go to [My Profile>>Modify My E-mail List Subscriptions](#).
3. Follow the instructions to view your list subscriptions and modify the *Amendments* Listserv option, as required.

Head Office staff will not be available to perform this function for members.

May 30, 2016, 1:00 - 2:00 p.m. EDT (English): Webcast with the Leadership

- The webcast is designed to provide members with an opportunity to participate in live discussions with the leadership of the Institute regarding the bylaw changes.
- Although the webcast is free to members, you must register in the [Professional Development>>Webcasts>>Upcoming Webcasts](#) section of the website, in order to participate.

May 30, 2016 to June 24, 2016: Proxy Voting Phase

Proxy Voting Instructions:

You will receive, via e-mail on May 30, 2016, a Personal Identification Number (PIN) that will be required, along with your 6-digit Member ID number (emailed to you on May 10, 2016) to access your proxy vote ballot on the CIA's voting website at <http://cia-ica.simplyvoting.com>. You may submit your vote electronically between May 30, 2016 and 3:00 p.m. EDT on June 24, 2016.

The motion to be adopted will be shown, along with links to relevant documents.

Your choices will be "For", "Against" or "Abstain" for each motion. You must select one of these or your proxy vote will not be submitted.

Once you have submitted your proxy vote, you cannot change your mind, and you will not be allowed to vote on any of these changes at the Annual Meeting in St. John's, NL on June 28, 2016.

June 28, 2016: Annual Meeting in St. John's, NL

Fellows and Associates with voting rights who are present in person at the General Business Session of the Annual Meeting, and who have not voted by proxy, will be able to vote on the proposed bylaw and rule changes. The proxy vote results will be added to the live vote count and the results will be announced. Note that you do not need to be registered as a delegate to the Annual Meeting in order to attend the General Business Session.