

Procedures for vote by Email

Email voting should be a rare occurrence. However, if a timely response to events requires that the Board take action between scheduled meetings, the following procedure shall be used:

1. The President (or person designated by the President) shall send an Email request to all members of the Board. All Board members are expected to vote unless they have some valid reason, such as a conflict of interest, to abstain.
2. This Email shall state clearly the question under consideration, including links to any pertinent documents, and shall state the deadline for the vote.
3. The result of each possible response (in favor, opposed, abstain) shall be clearly described in the body of the Email.
4. Voting shall be accomplished by using the “Reply All” option. Failure to reply to all listed participants will invalidate the response.
5. Approval of the request requires support by a majority of those eligible to vote.
6. The President shall report the result of the Email vote to the entire Board, listing the names of all Board members voting in favor, the names of all Board members opposed, and the names of all abstaining or not voting.
7. Any action adopted by Email vote must be affirmed at the next regularly scheduled meeting of the Board.