

## **APPENDIX G: RULES FOR HOLDING ELECTRONIC VOTES**

1. All participants must have access to the necessary equipment for participation in the e-mail vote. If any participant does not have access, the e-vote cannot be taken.
2. The Chair must develop the time frame for the e-vote.
3. A minimum of twenty-four (24) hours notice must be provided to all participants by e-mail, fax or telephone by the Secretary or the Chair. Such notice shall include the motion and supporting documentation for the e-vote.
4. A second is not necessary for the motion to be considered.
5. A motion to "lay" on the table is not in order.
6. Each new main motion must be made in a separate, new e-mail message with no other message thread included.
7. New motions in a new message thread may be introduced while there is another motion currently being debated.

### **DEBATE**

1. Members shall use "Reply All" in all messages.
2. Members may respond at will, that is, without seeking recognition from the chair.
3. Secondary and incidental motions shall be given a letter designation in the subject line by the chair. For example...the main motion is given the number 1. There is a motion to amend. The amendment is given the designation "a". In the subject line the amendment will be designated "Motion 1-a".
4. Multiple secondary and incidental motions shall be given succeeding letter designations by the chair. As each motion is disposed of, the corresponding letter in the subject line is removed.
5. In the case of conflicting secondary and incidental motions, the chair shall determine preference in recognition by the date/time stamp on the messages. When a higher ranking motion is made first, the lower ranking motion is not in order.
6. Messages with a date/time stamp after a secondary or incidental motion is stated by the chair shall be disregarded. The chair shall inform the member who made the disregarded motion that the motion is not in order at the time by using "Reply" rather than "Reply-all".
7. The chair shall close debate by asking, "Are you ready for the question on motion 1-a?" in the subject line.

### **VOTE**

1. The chair shall put the question to a vote by restating the pending question and requesting the members to vote now. The word "vote" shall be in the subject line. (Example: Motion 1-a Vote)
2. The chair shall include the time frame/deadline for the vote.
3. Members shall state, "I vote yes" or "I vote no" in the first line of the response and use "Reply-All".
4. The secretary shall tally the votes and report the result of the vote to the participants, including the number of votes cast for and against the motion.
5. The Chair shall announce the results of the vote.
6. The chair shall either state the next pending motion and open debate or shall declare the thread on "motion (number)" closed.

### **SECRETARY'S RECORDS AND MINUTES**

1. The secretary, or committee member so designated, shall compile and maintain the complete thread of the motion and its disposition including all secondary and incidental motions.
2. The secretary shall prepare minutes of the vote and shall send the minutes marked "draft" to all the members.
3. These minutes shall be approved at the next regular meeting.
4. Any member shall have the right to request a copy of the message thread of a motion.