

Appendix IV

Email voting policy for the Executive Council (Adopted by the Executive Council 01-09-2015)

1. In some instances, Executive Council actions may be taken by email by an affirmative vote of a majority of the members.
2. If an item for council action is best addressed before the next meeting, the following factors will be considered by the council moderator before determining whether to ask for an action by email.
 - a. How soon a decision is required.
 - b. Whether the decision would be better made after further discussion and/or whether alternatives should be considered.
 - c. Whether all council members have sufficient information to make an informed decision.
3. If after considering the above factors, the council moderator determines it would be best to take the action by email, the council moderator will email the proposed action to all members at their respective email addresses.
4. The mailed proposal does not require that a member declare that he or she is making the motion or for another member to declare a second to the motion. A quorum for an email vote is seven members.
5. The emailed proposal shall allow for discussion among council members by email reply to all members, with a timeframe set by the moderator.
6. The email shall request that each member vote by email reply to all members that he or she:
 - a. is in favor of the proposed action or
 - b. is opposed to the proposed action or
 - c. requires such additional information or consideration that the action be tabled until the next meeting; three council members making this request would trigger such a delay.
7. If the action is approved by an affirmative vote of a majority of members, all members shall be sent immediate notice of the approval including the text of the proposed action and its effective date and time.

8. At the first council meeting following the email vote, the proposed action and the list of votes shall be recorded in the minutes of that meeting.