

ROTARY CLUB OF LINDSAY

POLICY

EMAIL VOTING

Approved by Executive: October 25, 2016

Approved by the Members: November 28, 2016

The club, by vote on November 28, 2016, has approved the following policy:

Email voting

Any board member may make a motion via email. However, for record keeping purposes, email motions shall be made through the President or their designate, who will email the motion to the members beginning with the identification of the member making the motion and the motion asking for a “seconder” for the motion i.e. “_____” has made a motion to the Board that(description of motion). A second to this motion is required. Anyone wishing to second this motion please do so by email to all Board members

- The subject line should include the word “Motion.”
- The first line of the body of the email should include the words “I move that the board approve/authorize/recommend ...”

The motion will expire in seven calendar days or at the start of the next board or membership meeting – whichever comes first.

All board members, including the President, may vote.

Six affirmative votes are required to approve an email motion. The member who proposed the motion is automatically counted as an affirmative vote.

The secretary is responsible for tallying the votes and informing the board of the outcome. Votes should be circulated to all board members. If a member fails to CC: other board members on his vote, the secretary should forward the email to the others. The secretary will be responsible for soliciting the vote of any board member without email and informing the rest of the board about that vote.

Board members should include in the words “I vote No” or “I vote Yes” in the first line of their response.

Email motions can only be voted up or down. They can't be amended.

The member who proposed the motion may withdraw it at any time prior to approval.

If the motion doesn't receive the required six votes by the deadline it fails.

The Secretary ensures the motion and vote is recorded in the minutes of the next formal Board meeting.

Email approval is only suitable for straightforward motions. Email is not suited for the conduct of a deliberative process. Email doesn't provide the opportunity for discussion or amendment of the motion that you would have in a face-to-face meeting.

Members should feel free to say, "I vote No, because I think we should discuss it."