NC AWWA-WEA
POLICIES AND PROCEDURES
BOARD e-VOTE POLICY

Date: March 7, 2013
Approved By: BOARD OF TRUSTEES
Policy Title: BOARD e-VOTE POLICY
Number: Revisions:

PURPOSE

The purpose of this e-Vote Policy is to establish clear and consistent terms and conditions for any e-Vote by the NC AWWA-WEA Board of Trustees, so as to permit the Board to take necessary action between Board meetings, when time is of the essence for the matter at hand.

POLICY

1. The Chair (or Chair Pro Tempore) of the Association makes the determination regarding which matters are appropriate for e-vote, but in general, matters for e-vote are those things that are time-sensitive and therefore cannot wait until the next Board meeting before action is required.
2. Any issue to be placed before the Board for e-vote is to be described in a detailed email to be sent to each Board member.
3. The e-mail sent to all Board members shall further provide the date and time certain by which each member’s “yes” or “no” vote must be received in order to be counted.
4. The email sent to all Board members shall be sent with a “read request” and each Board member shall respond when the email is opened and read.
5. The question to be placed before the Board for a vote will be couched in a manner such that a “yes” vote shall be construed as being a vote in support of whatever decision is to be made and a “no” vote shall be construed as being in opposition to whatever decision is to be made.
6. The email sent to all Board members shall request that each Board member reply to the e-Vote request by utilizing the “reply to all” function so that all Board members may see what the position of each Board member is.
7. In accordance with the Association’s Bylaws, a majority vote (50% plus 1) of the Board is the necessary requirement for any action.
8. After the close of the voting period, the Executive Director shall send an email to all Board members, providing the information about the results of the vote.
9. All matters on which an e-Vote is requested shall also be placed on the next Board meeting agenda as a consent calendar item for the sole purpose of recording both matter and the action taken or denied in the formal Minutes of the organization.