



Gulf States Quilting Association

olicies and Procedures

Electronic Voting

Placement in Secretary Section of P&P

Policy Statement

It shall be the policy of GSQA that electronic voting will be kept to a minimum, with this type of vote restricted to decisions of an emergency nature. These votes are limited to only those business transactions that must be acted upon immediately and when it has been determined by the President that it is not viable to conduct a timely face-to-face meeting of the Board.

Procedures/Standards and Roles & Responsibilities:

The following procedures for conducting electronic voting will be followed:

1. The President will initiate an email message describing the issue at hand and requesting that a motion and second be made.
2. A Board Member will reply to the email with a written motion, followed by a second from another Board Member.
3. The President will set a time limit for Board Members to discuss the issue, ask questions regarding the issue, or amend the motion.
4. When this time limit has been met, the President will close the discussion and call for the vote.
5. The Recording Secretary will restate the motion (with amendments if they have been made), request that each Board Member respond to the email with either "YES, NO, or ABSTAIN", and state the deadline for the votes to be case.
6. At the end of the voting deadline, the President will respond on the established email with the official results of the voting.
7. The motion and the results for the vote will be read in to the minutes at the next scheduled Board Meeting.
8. The Recording Secretary will maintain a printed copy of the entire email thread from the president's first email entry introducing the issue through the President's final entry showing the results of the voting.

NOTE: It is important that every Board Member use the Reply All option when making a motion, seconding a motion, for official discussion purposes, and when casting a vote. The entire process as described above will be made using the same email thread for each specific issue on which an electronic vote is imitated.

Original Date: 2014

Reviewed:

Revised: January 2015