

CSHP Board and Branch Reference Manual

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TITLE: Email Voting Policy	REVISED: October 2014

POLICY

Voting by email may be used by CSHP Board for time-sensitive matters that must be considered and decided upon prior to the next scheduled (i.e. face-to-face or teleconference) Board meeting. A decision to hold a vote by email must be approved by the CSHP President.

Any vote taken following the directions of this policy will have the same effect as one taken during a Board meeting.

Email voting will only be used when, in the judgment of the President, the issue to be decided will not require extensive discussion or debate.

Email voting will not be used for matters having significant importance to CSHP. This includes the approval of budgets or changes to approved budgets, membership fees, and changes to CSHP Bylaws.

This policy applies to CSHP National, all its branches and the CSHP Foundation.

PROCEDURES

1. The procedures related to motions and voting provided in CSHP’s Policy 1.2.9, Board Meeting Rules of Order, will apply to voting by email whenever reasonable or unless otherwise directed in this policy.
2. A call for an email vote will be initiated through an email sent by the Executive Director or designate to all Board members, with the subject line:

BOARD MOTION: Discussion – *subject details*

The email will include:

- Motion
- Background information
- Supporting documents
- Timeline for discussion and voting
- A system request for a read receipt

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3. The motion must be moved by the President (or designated Chair) and seconded through email before discussion can begin. If a motion is not moved and seconded, discussion of the issue will be deferred to the next scheduled Board meeting.
4. The quorum requirements for Board voting stipulated in CSHP Bylaws will apply to email voting. If after a reasonable time it is determined that a quorum is not present in the discussion prior to the vote, the email discussion and voting process will be halted. Determination that quorum requirements have been met at the time of voting will be based on a count of the votes received.
5. CSHP's Conflict of Interest Policy will apply to all votes and the related discussions conducted by email.
6. Discussion will proceed through the use of the "Reply to All" option. Board members are to ensure their email options are set to include the original message text when replying.
7. Only the motion referred to in the subject line will be discussed in the email.
8. If an amendment to a motion is proposed, it must be moved and seconded. The amended motion will then be sent to all Board members by the Executive Director or designate for discussion with the subject line:

BOARD MOTION: Discussion, Amended Motion # – *subject details*

The email will include:

- Amended Motion
 - Background
 - Supporting documents
 - Timeline for discussion and the vote
 - A system request for a read receipt
9. At any time during the discussion period, if it is felt that the issue is of sufficient complexity that a face-to-face or teleconference discussion is needed, or if more information is required, a motion can be presented by email to defer discussion of the issue to a scheduled meeting or until the requested additional information is circulated to all Board members.
 10. The timeline set for discussion can be extended at the discretion of the President.
 11. Discussion and voting will not be concurrent.
 12. The Executive Director can call for a vote on a motion when the vote date, as originally set, has arrived, or if no discussion has occurred for 4 consecutive days.
 13. Voting will be initiated by the Executive Director or designate by an email to all Board members with the subject line:

BOARD VOTE: *Deadline Date* – *subject details*

The email will include:

- Original Motion or Original Motion and Amended Motion(s)
- Background
- Supporting documents
- Timeline for vote

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- Voting options: Yes/No/Abstain
 - A system request for a read receipt
14. Board votes are to be sent by email, confidentially, using the Reply option (NOT Reply to All).
 15. Board members must vote within the timeline provided in the call for votes. The Executive Director or designate will be responsible for ensuring quorum requirements are met and tallying the vote. Members who do not submit a vote will be considered to have abstained.
 16. Board members will be informed of the results of the vote by email immediately following conclusion of the vote.
 17. At the next scheduled Board meeting, all motions considered by email and outcomes of the associated votes since the last meeting will be read and recorded in the minutes of the meeting.
 18. Passage, denial, deferment, or lack of action on an email motion will not affect the power of Board members to address the same issue at future meetings.