

E-Mail Voting Procedure

For issues requiring Board of Directors (BOD) decisions or actions that could not be completed at scheduled meetings, or which the Chair or Vice-Chair feels would require resolution before the next scheduled BOD meeting, the following procedures will be followed:

1. Those eligible to vote are noted in the by-laws.
2. Any BOD member who has voting rights under the bylaws may make a motion, but must CC a supporting (2nd) voting member, if required under the bylaws, the 2nd should affirm their support.
3. Motions should be worded as such and sent to the Chair or Vice-Chair.
4. The Chair or Vice-Chair designates a Moderator from the Executive Committee.
5. Only one motion may be debated during the timeline, unless approved by 2/3 of the Executive Committee.
6. The Moderator sends the motion via email to all BOD members based upon the email list retained by the Secretary.
 - 1) There shall be a standard form to the Subject:
 - “LMSC Motion: [Header] (e.x.: LMSC Motion: Ice Breaker Changes).”
 - 2) There shall be a specific time listed for debate and voting included in the email:
 - Debate and voting are not concurrent
 - Debate:
 - A minimum of 12 hours, maximum of 96 hours.
 - Usually, 24 hours from the posting date/time.
 - Voting:
 - Begins when debate closes and Moderator posts the full motion with any amendments.
 - A minimum of 12 hours, maximum of 96 hours.
 - Usually, 24 hours from the posting date/time.
 - Timelines, shortened or lengthened, from those set by the moderator, must be approved by 2/3 of the Executive Committee.
 - 3) Amendments may be proposed but must be seconded before action will be taken.
 - If the Amendment is friendly (to both 1st and 2nd movers) no vote is needed.
 - Else, the Moderator opens the seconded amendment for debate & voting on the amendment
 - Debate and voting on amendments can be concurrent
 - Only one amendment may be considered at any time
 - A timeline shall be included with a minimum of 2 hrs for any amendment.
 - An amendment may extend the initial debate time based on the minimum time requirement.
7. Any BOD member can call to table a motion for further debate, or postpone a motion to in-person

Minnesota Masters E-Mail Voting Policy

meetings.

8. Votes will be sent to the Moderator, and may send via “reply all” unless secret ballot is required through the bylaws.
9. Votes should indicate only approve/yes, oppose/no, or abstain. If no vote is received from a voting BOD, that person is recorded as “not voting.”
10. The Moderator shall reply to confirm the receipt of votes.
11. At the end of the voting period, the Moderator tallies the votes. 75% of the BOD must vote to constitute a quorum, or as determined in the by-laws.
12. The Moderator may announce the result of the vote before the deadline if the outcome has been decided.
13. The Moderator shall send the results to the BOD in “roll-call” fashion, stating the BOD and their vote, unless the bylaws direct otherwise.
14. The Secretary records the wording of the motions, voting results, and date of the final vote in the formal minutes.