

POLICY: *Voting Without Meeting*

Applies to: Council, Teams and Volunteer groups

Introduction: Should action be required before the next scheduled meeting on an issue which can either be decided by a simple majority vote and does not appear to need discussion, or for which thorough discussion has previously occurred, and practicality precludes calling a special meeting, voting without meeting may be conducted as follows:

General: Any Council, Team or Volunteer Group member may request a "without meeting" vote for their respective body.

Format: The request shall contain:

- A) The appeal for a vote, preferably in "motion" format or equivalent, clearly separated from other text, also containing requestor's name. (e.g. I, Mary Joseph, move that...)
- B) Any other appropriate information or explanation.
- C) The four response options listed below.
- D) The date and time voting will conclude, the minimum being 48 hours.

Distribution: All members of the appropriate body shall be sent the request electronically, or, if a member does not have necessary technology, contacted verbally.

Response: All those voting electronically (including the requestor) shall do their best to respond in a way that allows other voting members to view their vote. (e.g. "Reply all") The voting options are:

- A) YES (or equivalent): meaning approval.
- B) NO (or equivalent): meaning disapproval.
- C) ABSTAIN: meaning not voting but responding to be included in the required quorum for a valid vote.
- D) MEET: meaning this issue needs further discussion.

Close: Voting shall terminate when all members of the voting body have responded, or; one member has voted "MEET", or; the closing time on the initial appeal has passed with enough votes to obtain a quorum. Should there not be sufficient responses, the requestor may re-appeal until a quorum is reached.

Result: The chair of the voting body, or, in the chair's absence, the requestor, shall tally the responses after voting has closed. Result options are; Approved, Disapproved, No Decision (tie vote), or, if one person responds "MEET", Meeting Required. Within 24 hours of closure, the results shall be distributed to the voting body, including the names and vote of all responders (including non-electronic).

Record: The minutes of the previous or subsequent meeting of the voting body shall record the numerical results of the "Voting Without Meeting" appeal, eliminating names.

Other: In extreme emergency situations, where a decision is needed in less than 48 hours, the requestor may use any and all means to obtain responses from body members and close voting once a quorum is reached, though every reasonable effort should be made to contact all members. *Result* and *Record* procedures shall still be followed.

Should two or more body members believe results are inaccurate, the "Voting Without Meeting" decision shall be voided and a meeting shall be called.