

Addendum 4

BOARD VOTING BY EMAIL BETWEEN MEETINGS

Voting by email between meetings is authorized in accordance with the bylaws (see Article VII, Section 5). It may only be used if ALL members of the board have an active email account. It shall not be used to replace in-person discussion and voting at regular board meetings, but rather is to be used only to expedite decisions that have already been discussed at previous meetings or to handle emergency, time-sensitive business. Email voting shall use the following procedure:

1. Motion

- a.) The member who is requesting an email vote sends the motion, with a second, to the President.
- b.) The President, after approving the necessity of an email vote, sends the motion and second to all board members.

2. Discussion

- a.) Members have 48 hours for discussion before the vote (Use Reply All)
- b.) During that discussion period, standard parliamentary procedure will apply, including the ability to amend the motion. Should there be a motion and second to amend the original motion, the president must allow a minimum of 48 hours from that time to allow the amendment to be discussed, before a vote is called.
- c.) All email discussion must include ALL board members, not just email replies sent to the president. (Use "Reply All")

3. Vote

- a.) After the 48 hours allowed for discussion, the President calls for the vote.
- b.) Co-officers shall be considered as one voting member of the board. (Added 11/1/12)
- c.) The votes (YES, NO, ABSTAIN) must be emailed to the entire board within 48 hours. (Use "Reply All")
- d.) If the issue is regarding use of the AAUW name and has not been discussed at a regularly scheduled board meeting within the previous two months, **a three- fourths vote of the entire board** shall constitute approval.
- e.) If the issue does not involve use of name and has not been discussed at a regularly scheduled board meeting within the previous two months, **a three- fourths vote of a quorum of board members** is necessary for approval.
- f.) If a question has been discussed at a previous board meeting within the previous two months, **a majority vote of a quorum of board members** is sufficient for approval.
- g.) The President notifies the board of the results.

4. Record the vote

The Secretary records the motion and results as a separate item in the minutes (addition of the following: Mar., 2013) of the next board meeting.

Approved Dec. 1, 2011; Amended Mar. 7, 2013