

Policy for E-Voting

Category:	Board of Governors
Number:	BO7
Responsibility:	Board of Governors
Approval:	Board of Governors, April 28, 2022
Amendments:	Every 5 years or as circumstances or legislation warrant

PURPOSE

The purpose of this policy is to ensure that the Board of Governors and all standing committees of the Board are using a consistent method when conducting e-votes.

SCOPE

This policy is not intended to replace board matters that would require a decision. This policy is only to be used for routine matters that have been previously discussed and reviewed by committees.

POLICY

- I. The motion is forwarded to the appropriate Chair.
- II. The Chair approves the motion and forwards the document to the Secretary to the Board (or designate)
- III. The Secretary to the Board (or designate) utilizes the approvals feature of the board portal to establish and launch an e-vote for member consideration, advising of the deadline for the decision.
- IV. Committee members review the e-vote motion, then indicate whether they are for or against, or if they would like to abstain from the vote.
- V. The Secretary to the Board (or designate) closes the e-vote as per the deadline, tallies the votes and finalizes the e-vote. The results are shared with the members of the voting body.
- VI. The e-vote motion whether carried or defeated is added to the next meeting minutes or added as an addendum to the previous meeting's minutes, as appropriate.

Updated April 28, 2022