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