



E-Voting

PURPOSE

The purpose of this guideline is to establish a procedure on how to conduct an e-vote with the Board of Directors (BOD) and how to permanently record the e-vote into the BOD minutes as authorized in the Constitution and By-Laws of the Sabine-Neches Chief's Association (SNCA).

POLICY

It will be the policy of the SNCA to conduct e-votes with the Board of Directors when appropriate as is authorized in the Constitution and By-Laws; and, to record said e-votes in the BOD minutes as described in the following guideline.

PROCEDURE

- 1) Upon there being a need for the BOD to conduct a vote/e-vote on a topic of concern that falls in-between regularly scheduled BOD meetings, the Secretary/Treasurer will send by mail or email, the topic in question and ask for a vote - for or against said question.
- 2) The Secretary/Treasurer shall document the issue in the mail or email, as well as the motion and the Board member making the motion, and the second. Additionally, a deadline will be given for the Board members to respond to said question and vote.
- 3) Upon reaching the deadline, there must be at least a quorum (7 responses) to address the topic in question. A majority vote is required to approve the question.
- 4) The Secretary/Treasurer shall keep the email responses until the next scheduled BOD meeting, at which time the results will be added to the BOD minutes for permanent record.
- 5) The email responses can then be discarded and the BOD meeting minutes will have the official e-vote results on record which shall be filed on the SNCA Web Site for permanent record.