

Illinois Association for Floodplain and Stormwater Management

E-Mail Voting Policy

Adopted
May 14, 2008

Purpose:

At times, there may be items of business that need to be handled in a timely manner, and the organization can- not delay until the next business meeting. The purpose of this policy is to establish guidelines for conducting a proper vote of the IAFSM Board using E-Mail as the method. It is not intended to supplant the business meetings of the Board or to by-pass already established procedures.

Guidelines:

Under this policy, the Association will use E-Mail voting to conduct association business as long as the following conditions are met:

1. There is an immediacy to the matter being voted on that cannot wait until a regular business meeting;
2. The matter will not violate any requirements of the IAFSM Constitution or By-Laws; and
3. The e-mail requesting the e-mail vote clearly shows all members of the IAFSM Board as recipients.

Rules for voting:

1. Normal voting requirements will apply to E-Mail voting.
2. The request for an e-mail vote can only be started by an Executive Board member, either on their own behalf or on behalf of a Committee Chair.
3. The matter will be explained fully in the originating E-Mail.
4. Board Members will submit their votes to the Board Secretary who will tabulate the votes and announce the results. Final E-Mail Votes by the Board will be “yes” or “no”.
5. There shall be an initial time limit on each vote of no more than one business week or 5 days. Voting can be extended, up to 10 days, in order to reach a majority vote. Once a majority, either for or against, has been reached, voting will be concluded. If, after 10 days, a majority is not reached, either for or against, the matter will be declared defeated. It will be up to the originator of the request to see that Board members vote, not the Secretary.
6. The Board Secretary will keep copies of the e-mail votes until the matter is settled by a majority vote. The Board Secretary will then notify the Board members of the final results.
7. Comments may be sent to other Board members regarding reasons for supporting or opposing an issue, but they should be sent to the entire Board membership. This is to maintain an open discussion as we do at a Board meeting.

8. The result of each e-mail vote will be reflected in the minutes of the next IAFSM Board meeting including the subject of the vote and the number of board members for and against.

Revised: July 15, 2015