

Policy for Voting by Email

In an effort to improve efficiencies and the decision making process of the Montana Chiropractic Association Board of Directors, this policy will give guidance for effective voting by email. Any Board member with the authority to vote (Immediate Past President is ex officio per the Bylaws) may make a motion by email. When there is a Board member who wishes to make a motion by email they should refer to this policy so the correct procedures are followed.

1. Any Board member makes a motion by email making sure that all other board members and the executive director(s) are copied.
2. Another Board member seconds the motion.
3. The President restates the motion, tells the board members that they have "x" amount of time to discuss the motion.

Example: There has been a motion and a second to accept the budget for fiscal year 2016. Discussion for this motion is now open until 12:00 PM on 11/13/2015.

4. After the time to discuss the motion has passed, the President again restates the motion and announces how long voting on the motion will be open.

Example: The discussion for the motion to accept the budget for fiscal year 2016 has closed. Board members have 48 hours to vote yes, no or abstain. Voting will close at 12 PM on 11/15/2015.

5. Board members reply back to the vote with the answer of yes, no or abstain.
6. Voting closes and the President announces the results.

This policy should be reviewed and understood by the Board and Executive Director annually and when there is an email motion presented to the Board. Motions, seconds, discussions and votes by email are considered official meetings and will have minutes reviewed at the next in-person Board meeting.