

Sample Email Voting Procedures

(Must be approved each year by each action team or other group)

Voting by email is allowed under the following conditions:

1. When the vote is expected to be unanimous.
2. Anyone can request a meeting instead.
3. Any "no" vote will result in a meeting.
4. The vote will be recorded in the minutes of the next meeting.
5. Non-voting members will be notified by email of the results.
6. When replying to an email vote, reply to the chair, Do NOT Reply To All.
7. The emails with votes shall be submitted to the scribe at the next meeting to be added to the minutes.
8. The member's email address in the Follen Directory will be used for voting unless the chair is directed to use another.