

HRTA Policy for E-Voting

1. When a Board member requests a decision on a particular issue, that member shall send an email message to the Chair with the following elements:

- * A brief preamble to the motion explaining the background and reasons for the motion, including the reasons for the urgency of the decision;

- * The wording of the motion;

- * The seconder for the motion. In most cases, the mover of a motion is generally responsible for finding a seconder; and

- * An appropriate title in the message subject line.

2. The Chair shall then forward this entire message to all Board members (including the original mover and seconder) and invite discussion on the matter. A reasonable timeline should be included.

3. All discussions, including clarifications, by members must be sent to all other Board members. Any telephone conversations must be summarized in an email and circulated in like manner.

4. When the deadline for replies has been reached (or earlier if that is deemed appropriate), the Chair shall call for a vote (Yea, Nae, or Abstain) on the motion by sending a new email to all Board members containing the statement of motion, the mover, and seconder. This message should include a reasonable time limit for a reply.

5. Any reply to the vote shall be again sent to all Board members.

6. The Chair will tally the vote and, in another email, declare the motion passed or failed. It should be noted here that the normal requirements for a quorum still apply.

7. The Secretary will record the motion, mover and seconder, along with a summary of the discussion. The resulting decision shall be read into the minutes of the next regular meeting of the Board.

8. If required, outside agencies shall be informed of the Board's decision prior to the publishing of the minutes of the next meeting.

Note: All appropriate Board members should be listed in the original message sent out by the Chair. Thereafter, when replying to any of the messages, everyone should make sure that all other members are included, either in the "To" or "cc" list. Usually, using the "reply to all" option, will satisfy this requirement.