

E-MAIL VOTING POLICY

For issues requiring Board of Directors (BOD) decisions or actions that could not be completed at scheduled meetings, or which the President or Executive Director feels would require resolution before the next scheduled BOD meeting, the following applies.

1. Any board member may make a motion via email.
2. The subject line should include the word "Motion".
3. The first line of the body of the email should include the words "I move that the board approve/authorize/recommend ..."
4. The seconder of the motion should read "Motion – Seconder". The first received e-mail from a Board member with this shall be considered the seconder.
5. The motion will expire in seven calendar days or at the start of the next Board meeting, whichever comes first.
6. The Past President, Coaches Representative, Competition Chair, Finance Chair, Judge's Chair and Swimmer Development Chair may vote. In the event of a tie the President will be asked to cast a vote.
7. Four affirmative votes are required to approve an email motion. The member who proposed and the member who seconded the motion are automatically counted as an affirmative vote.
8. Board members should include the words "I vote No" or "I vote Yes" in the first line of their response and copy it to all Board members.
9. Email motions can only be voted up or down, they cannot be amended.
10. The member who proposed the motion may withdraw it at any time prior to approval.
11. If the motion doesn't receive the required five votes by the deadline it fails.

The Executive Director is responsible for tallying the votes and informing the board of the outcome. Votes should be circulated to all board members. If a member fails to CC: other board members on their vote, the Executive Director will forward the email to the others. The Executive Director will be responsible for soliciting the vote of any Board member without email and informing the rest of the Board about that vote.

The Board should review any email motions, approved or unapproved, at the start of the next Board meeting. The Executive Director should include that review in the minutes of the meeting.

Note: Email approval is only suitable for straightforward motions. Email is not suited for the conduct of a deliberative process. Email doesn't provide the opportunity for discussion or amendment of the motion that you would have in a face-to-face meeting. Members should feel free to say, "I vote No, because I think we should discuss it." The member who proposed the motion shouldn't take offense at such a response.