HSLIC   Email Discussion and Voting Procedure

In the event that a decision needs to be arrived at prior to regularly scheduled Board meetings, the Executive Board may, according to its Bylaws, Article IV, Section I, Paragraph D, “conduct business by electronic or conventional means, including mail, telephone, fax, computer, video, or other appropriate means, provided that a quorum is present and all members have access to the information and/or debate through one or more of the means listed. “

The following procedure has been created to facilitate the conducting of business via email using the HSLIC Executive Board email list serv. In any case, all members of the Executive board must be listed in the “to” part of the email.

First Step: Motions

1. Motions can be made by any Board member to the Chair.

2. Motions should be explicit and clear as to what is being asked /proposed. Attachments or links to all relevant information should be included. The question would preferably be worded with yes/no/abstain as the options. (insisting on abstentions lets us make sure there is a quorum, even though they don’t count in the vote tally)

3. Questions will be reviewed by an “Email Discussion Review Committee” made up of the Chair, the Secretary, and a non-officer member of the HSLIC Executive Board. Purpose is to make sure the issue/question a. is worded to be clear and concise and b. cannot wait for the next meeting.

4. Motions must be seconded by a member of the “Email Discussion Review Committee”.

Second Step: Discussion

1. Once the second is obtained, the Chair will open the email discussion with an email to all, repeating the question and giving a date and time when discussion will be closed.

2. Once this is done, discussion can ensue for the time period specified by the Chair.

Third Step: Quorum

The Secretary, by monitoring the different members of the board participating in the discussion, will determine whether a quorum (minimum number of people participating ) has been obtained.

Fourth Step: Secondary Motions
At the end of the designated discussion period, the Chair will entertain secondary motions, also for a designated period. If any, these are to be sent to the Review Committee for clarification before being sent to the membership.

**Fifth Step: Discussion of Secondary Motions**

1. Once the secondary motions are cleared by the reviewing committee, the Chair will open the email discussion on the secondary motions with an email to all, repeating the secondary motion and giving a date and time when discussion will be closed.

2. Once this is done, discussion can ensue for the time period specified by the Chair.

**Sixth Step: Call for Vote**

At the end of the designated discussion periods, the Chair will email all with a call for the vote. This email will again, repeat the question (if no secondary motions) or the secondary motion, include the options for voting (yes, no, abstain); contain a deadline before which members must vote, have a standard subject line, and have the secretary’s email embedded in it.

**Seventh Step: Vote**

Voting by email will take place by sending or responding only to the Secretary.

**Eighth Step: Vote Results**

After the designated voting time period, the Secretary will report back to everyone via email with the results.

**Ninth Step: Declaration of the Results**

The Chair will then declare the motion passed or not passed based on the results of the voting and instruct the secretary to record the results.

**Documentation:**

The Secretary will record all motions, seconds to the motions, Vote tallies, and results for each item of email business for the official HSLIC record, and include as an addendum to the next Board meeting minutes.

**NOTE:**

*Ratification at the next Board Meeting* - according to Robert Rule, the idiots version – is only required if e-meetings are not authorized by our bylaws. In our case, our bylaws have authorized email decisions.