

HIOA BOARD

Protocol for Email Voting

The Board may use email to decide matters that need to be resolved before the next meeting. Any member may initiate the email voting process by sending a proposed resolution to the other Board members. Once another member seconds the motion, the President (or Vice President, in the absence of the President) shall announce a discussion period on the proposal. The discussion period will normally be one week but the President or designee may select a longer or shorter time as needed and may extend the discussion period if appropriate. During the discussion period, Board members may propose amendments or substitute motions, and the Board may vote on those motions, just as they could during a normal Board meeting. Board communications are confidential.

At the end of the discussion period, Board members will vote on the final motion. The Secretary will record all votes and will announce all email voting decisions at the beginning of the next regular Board meeting.

The Board may also discuss by email matters that do not need to be decided before the next meeting but shall vote on those matters at the meeting.