

SOUTHERN COLORADO ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE: **Electronic Mail Voting Procedure**

POLICY NUMBER: **07-14**

DATE SUBMITTED: **May 1, 2008**

DATE APPROVED:

APPROVED BY: **SCAHU BOD**

SUNSET: **July 1, 2010**

PURPOSE: **To establish procedures for the SCAHU BOD to follow when discussing or voting by electronic means.**

POLICY: **The SCAHU Board of Directors shall adopt specific policies to regulate the transaction of business by electronic means.**

PROCEDURE(S):

1) Presentation of a Topic for Informal Consideration:

The President may present a topic or issue for discussion without presenting a motion on which a vote must be taken. He/she may do this electronically by distributing the topic to the entire SCAHU Board of Directors, using the agreed upon distribution list maintained by the SCAHU President. The president shall set a time limit for the discussion. At the end of this period, he/she may seek to extend the discussion period, refer the issue to a committee or working group, invite a motion from a member of the Board, close discussion or take other appropriate action. All Board members are encouraged to participate in the discussion, observing the same rules of order and courtesy as apply to formal Board meetings. All contributions to the discussion should be posted to all Board members, again using the recognized distribution list. At the end of the time period for informal consideration, or at any time before, a member of the Board may make a formal motion for action, based on the direction of the discussion up to that point. This may be voted upon electronically, in accordance with the procedures of this P&P or may be carried forward to the next Board meeting, if placed on the agenda by the President.

2) Presentation of a Motion for Consideration:

All motions to be voted upon electronically shall be submitted in the same form as a motion made during a formally convened Board meeting; the motion shall be in writing, a second shall be secured and discussion shall be allowed for no less than 24 hours before a vote is taken. All further discussion shall again include all members of the SCAHU Board of Directors. At the end of the specified discussion period, votes may be cast by all eligible Board members. Because an electronic vote prevents the assurance of a quorum, two-thirds of all Board members must vote affirmatively for an electronic motion to pass. Board

members shall cast their vote using the approved distribution list, to be received by all Board members, and recorded by the Secretary. At the conclusion of the voting period, the Secretary shall tabulate the votes to ensure that the voting threshold has been met; failure to meet the threshold, regardless of the outcome of the votes cast, shall defeat the motion. The Secretary shall formally announce the results of the vote to the entire SCAHU Board of Directors, and shall record the vote in the minutes of the subsequent formal Board meeting.

NOTE: Inclusion of all Board members is dependent on their access to electronic messages from other Board members. Each Board member shall ensure that his/her correct contact information is on file with the SCAHU President and SCAHU Secretary. The SCAHU Secretary shall establish and maintain an official distribution list with electronic addresses for all SCAHU Board members.