



PROCEDURES FOR ELECTRONIC VOTING

The following procedures will be used when it is necessary to hold a vote between Executive meetings:

- the president or designate shall propose a motion with rationale and e-mail it to the executive;
- members of the executive shall vote by return e-mail via reply all within 5 days of receipt of the motion;
- a quorum of the executive must vote on the motion or it is deemed lost;
- the president shall declare the motion passed or lost and inform the executive; and,
- the motion and its disposition shall be reported as information at the next executive meeting and the minutes shall include the report.