MUNFA
Policy on E-Mail Voting
(*Accepted by the Executive Committee on March 29, 2017)*

1. A member of the Executive Committee (with the exception of the President or delegate) may make a motion for an email vote if the timeliness of the issue is a concern including, but not limited to, material harm to the organization or one or more of its members if a decision on the matter were delayed until the next scheduled Executive meeting.

2. The rationale for an email vote shall be specified by the person who makes the motion for an email vote at the time of making the motion. This should include any documentation relevant to the issue.

3. Once the motion is seconded, Executive Committee members shall have 24 hours to discuss the motion.

4. After the 24 hour discussion period, the President (or delegate) shall call for the vote.

5. The Executive Committee members shall have 24 hours to cast their vote.

6. The outcome of the vote shall be decided by a simple majority as long as the number of members who voted constitutes a quorum. In the case of a tie, the President (or delegate) shall cast the deciding vote.

7. The President (or delegate) shall declare by email, to all Executive Committee members, whether the motion has passed or failed.

8. The motion, supporting documentation, and results of the vote shall be included in the meeting material for the next scheduled meeting of the Executive Committee and included as minutes of that meeting.