



GREATER FREDERICKSBURG USBC ASSOCIATION OFFICIAL E-MAIL VOTING PROCEDURE



Motions by the board that are voted on via email should use the following procedure.

A motion is normally made, seconded, and discussed in the presence of the board. This is followed by a vote to accept or reject that motion. In situations where issues are debated via email it is acceptable for an association board member to submit a motion to the Association President. In the event of an email motion the Association President, Association Manager and Board Members shall exercise the following procedures to accept or reject the motion and, if accepted, vote on the request for action.

Note: (If the Association President is not available to conduct an email vote this duty will fall to the next person in the hierarchy. These are, in order, 1st Vice President, 2nd Vice President and 3rd Vice President.)

1. The Association President shall, via email, state the motion in full including the sponsor name and request a second to the motion.
2. The Association President shall determine the time frame Board members will have to second the motion. Only one second is accepted and shall be credited to the board member with the first email response.
3. If the motion is seconded, the Association President shall stipulate a reasonable time for discussion. Comments made after the conclusion of this period shall not be considered a part of the deliberation.
4. During the discussion period, Board Members shall use the “REPLY ALL” email feature.
5. Amendments to the motion may be made during the discussion period and shall follow these email procedures including use of a ballot. Votes on amendments shall precede votes on the motion itself. If the amendment passes, the original motion will be restated with the amendment inserted.
6. When the period for discussion has closed, the Association President will call for a vote via email. An official GFUSBC Email ballot will be included with the message. The Association President will provide a reasonable time frame for board members to respond. Votes received after the published time frame will not be accepted. There will be no exceptions.
 - a. Votes shall be cast using the attached ballot. Other vote responses will not be allowed.
 - b. Anyone not voting will be considered as abstaining from the vote.

- c. If the vote is open, responses will be sent using the “**REPLY ALL**” email feature.
 - d. If the ballot is to be closed or secret, the Association President shall make this point clear when the vote is called for. Responses shall be sent to the **Association President and Association Manager** only.
 - e. Motions and amendments to the motion shall be considered passed if there is a majority vote.
 - f. The Association President shall maintain a separate email folder for ballots.
7. The Association President will tally the votes and the Association Manager will confirm the results.
 8. The Association President will publish results as soon as the count is confirmed.
 9. The motion and voting results shall be entered in the minutes of the next meeting.
 10. Rescinding a motion will follow the guidelines of Robert’s Rules of Order.

GFUSBC Board Members unanimously accepted these procedures at the November 17, 2008 board meeting.

OFFICIAL GFUSBC EMAIL BALLOT

Motion/Amendment before the Board:

**Motion/Amendment Submitted by:
Seconded by:**

Vote: For: _____ Against: _____ Abstain: _____

Open vote: Use “REPLY ALL” Feature

**Closed vote:
Return to President and Association Manager by (date),
Greater Fredericksburg USBC
Email addresses**