

EMAIL MOTION PROCEDURE - FORM 1.18.9.a

Email votes are appropriate when the items in question are not controversial and do not require extensive background and explanation.

1. All e-votes will originate with the Board Chair and the subject line will include the word "E-Vote".
2. Information related to the motion will be distributed via e-mail.
3. Once the motion has been made, discussions may follow. Amendments to the original motion should be handled by the Chair.
4. All board members on the Town of Morinville Library Board are assumed to have received the email containing an e-vote if sent to the email address registered with the Library Director.
5. The Board Chair shall determine when the discussion should conclude and shall set the period during which votes must be cast (72 hours). The Chair will make it clear when voting begins and ends.
6. A majority of board members must cast a ballot within the time frame for the vote to be valid, otherwise the motion is defeated. Each person should respond as follows:"

"MOTION on XXXXX In Favour/Against/Abstain"

7. When board members cast an e-vote ballot they must "reply all" so that all other Board members may see how they have voted, unless there is a request for a secret ballot.
8. A board member who participates in the online discussion is required to cast a ballot within the 72-hour voting period. If they do not vote, they are deemed to have cast an Abstained ballot.
9. If a motion is defeated because too few board members have cast ballots, the motion may be re-introduced at the earliest opportunity.
10. The Chair will report the outcome using Form 2.20.8.b Electronic Vote Results.
11. All votes completed by e-mail will be ratified in the minutes of the following Board meeting.
12. Board members should notify the Board Chair if they plan to be away from email access for more than three days.