

# Vilna & District Municipal Library Board Policy Manual

## Guidelines and Procedures:

**Policy Number:** 111

**Title:** Electronic Meetings and Voting

**Policy Statement:** When the Board is unable to meet in person, meetings, reading of Bylaws or Policies, can be done electronically.

## Electronic Voting Policy:

1. When it is not possible to gather for meetings, due to extenuating circumstances, voting being done by electronic means is acceptable.
2. Reading of bylaws, voting on policy acceptance, decisions of any sort **MUST** be recorded in the minutes of the next possible meeting minutes.
3. The motion will be something to the effect of “ratifying the actions of the board during the period between . . . and . . . “, then list each decision made.
4. The Secretary or another person present **MUST** keep track of the vote(s) until that time.

**Date Approved: January 2, 2021**

**Date to be Reviewed: January, 2024**