



ELECTRONIC VOTING

Approved 9.21.2020 • Revised 11.16.20

- A. Circumstances may arise that a vote on an issue is required by a majority of the Board of the League of Women Voters of Southern New Mexico (Board) outside of a regularly scheduled Board Meeting. In such circumstances, a vote may be conducted via an exchange of emails among a majority of the Board.

- B. Approval of a co-president, or vice president in the absence of availability of a co-president, is necessary to bring the vote forward electronically. Reasons for the co-president to deny an electronic vote shall include, but is not limited to:
 - 1. An expenditure that exceeds the budget or is deemed by a co-president as excessive and should be considered at a regular Board meeting;
 - 2. Complexity of the issue that would best be resolved during a regular meeting;
 - 3. An issue that is not time sensitive and can be part of an upcoming Board meeting agenda.

- C. Electronic voting shall follow a process, which includes:
 - 1. Following approval to bring a motion forward, an email shall be sent by a board member to all other board members. It shall include a brief explanation of the issue, followed by a motion that includes the prefix, "I move that...".
 - 2. In reply to all Board members, a second to the motion is required for further consideration. Should the motion not receive a second, the motion is considered dead and the matter is closed.
 - 3. Following a second to the motion, the Secretary (or co-president in the absence of the Secretary), will inform the Board when the discussion period commences and when it will end. Email discussion among all Board members is allowed over the subsequent two calendar days (48 hours), after which board members will be asked to vote unless the motion has been withdrawn.
 - 4. Votes should not be submitted prior to the end of the discussion period. The Secretary (or co-president in the absence of the Secretary), will inform the Board when the voting period commences and when it will end. Votes must be sent within the next calendar day (24 hours) of the Secretary's notification.
 - 5. The Board Secretary, or co-president in the absence of the Secretary, shall:
 - a. notify Board members that their votes should clearly be stated as "Aye/yes," "Nay/No," or "Abstain" and shall include the voter's name;
 - b. tally the votes and notify all Board members of the vote outcome;
 - c. record the date, motion, and vote total in the next set of Board minutes, indicating the vote was conducted electronically.