

## **MPP-004 Muskoka Pride Email Voting Policy**

As described in the **Muskoka Pride Community By-Laws**, voting by email is acceptable for some board business.

## **ST-004 Muskoka Pride Email Voting Standard**

### **Making an Email Motion**

- Any Board Member may make a motion via email.
- The email containing the motion must be sent to all members of the Board with email accounts.
- The subject line must include the word "**MOTION**" and the first line of the body of the email must include the words "**I move that the board (approve / authorize / or recommend) ...**"
- The motion will expire in five calendar days or at the start of the next Board or General Membership meeting – whichever comes first.

### **Voting on an Email Motion**

- All Board Members, including the meeting Chair, may vote.
- Affirmative votes from 51% of current Board Members are required to approve an email motion. The member who proposed the motion is automatically counted as an affirmative vote.
- Votes must be circulated to all Board Members (reply all). If a member fails to carbon copy other Board Members on their vote, the Secretary will forward the email to the others.
- The Secretary will be responsible for soliciting the vote of any Board Member without email and informing the rest of the board about that vote.
- Board Members must include in the body of the email the words "**I vote No**" or "**I vote Yes**" in the first line of their response.
- Failure to respond within 5 calendar days the members shall be deemed to have abstained.
- Email motions can only be voted up or down. They cannot be amended.
- The member who proposed the motion may withdraw it at any time prior to approval by emailing the entire Board with the words "**MOTION WITHDRAWN**" in the subject line.

### **Counting the Results**

- The Secretary is responsible for tallying the votes and informing the Board of the outcome and including the motion and result in the consent agenda for the next Board meeting.
- If the motion does not receive the required 51% of votes by the end of 5 calendar days, it fails.

### **Motions Requiring Debate**

- Email approval is only suitable for straightforward motions. Email is not suited for the conduct of a deliberative process. Email doesn't provide the opportunity for

discussion or amendment of the motion that you would have in a face-to-face meeting.

- Members should feel free to say, “**I vote No, because I think we should discuss it.**” The member who proposed the motion should not take offense at such a response.