

Chapel in the Pines Presbyterian Church Email Voting

Motion: The Session may use email voting in situations where a decision is required before the next session meeting subject to the following rules and procedures:

- Members must keep the clerk informed of their current, working email address
- All email vote requests should come from the clerk only. All votes go back to the clerk only. The use of "Reply All" is discouraged, but a member can ask the clerk to copy their response to all other members.
- If the clerk is unavailable, then the emails should come from / go back to a designated person.
- The subject of the email should include "***ACTION REQUIRED***".
- Emails requesting a vote must contain any and all supporting documents. These documents must be in a form readable by all members (e.g. PDF or text format; no Word documents, MAC only documents, etc.). Spreadsheets must be produced in a version accessible by all, or converted to CSV format. Google Drive may be a good way to share the necessary supporting documents.
- If a member has a question regarding the issue to be voted on, then the answer to the question must be shared with all other members.
- All email vote requests must ask for and get an explicit response to be valid. No email vote requests asking only for a dissenting vote will be valid.
- All members shall have at least and at most 2 days to respond.
- Some members may need a phone call or text to advise them to look at their email.
- If a member does not use email, the clerk (or alternate) will call that member to advise them of the vote. The member can then call back with their vote.
- A quorum of the session is required for an email vote outcome to be valid.
- No question can be put to an email vote if any one member has an objection.
- Any decision made by email must be made part of the consent agenda for the next regular session meeting. No separate second vote on the decision will be allowed.

Approved by the Session June 10, 2013