IDAHO ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES

POLICY TITLE:	E-mail Voting Procedure
CLASSIFICATION:	Committee
POLICY NUMBER:	10-05-CMT
MOTION:	Brett Thomas
SECONDED:	Tara Tandrow
DATE APPROVED:	December 2016
SUNSET DATE:	2019

PURPOSE: To establish procedures for IAHU BOT and committees to follow when discussing or voting on matters by electronic means.

POLICY: IAHU BOT and committees shall adopt specific policies to regulate the transaction of business by electronic means.

PROCEDURE:
Presentation of a Topic for Informal Consideration: The committee chair may present a topic or issue for discussion without presenting a motion on which a vote must be taken. He/she may do this electronically by distributing the topic to the entire committee, using the agreed upon distribution list maintained by the staff office. The chair shall set a time limit of no less than 24 hours for the discussion. At the end of this period, he/she may seek to extend the discussion period, refer the issue to a committee or task force, invite a motion from a member of the committee, close discussion or take other appropriate action.

A motion may be voted upon electronically, in accordance with Bylaws Article VIII, Section 4 and the procedures of this P&P or may be carried forward to the next committee teleconference, if placed on the agenda by the chair. Because an electronic vote prevents the assurance of a quorum, two-thirds of all committee members have to vote affirmatively for an electronic motion to pass; at this time, with 15 voting BOT members, a minimum of 10 votes is required. Unless otherwise specified by the President, BOT members shall cast their vote using the approved distribution list, to be received by all BOT members, and recorded.

All BOT members are encouraged to participate in the discussion, observing the same rules of order and courtesy as apply to formal board meetings. All contributions to the discussion should be posted to all members, again using the distribution list.

Presentation of a Motion for Consideration: All motions to be voted upon electronically shall be submitted in the same form as a motion made during a formally convened committee meeting; the motion shall be in writing, a second shall be secured and discussion shall be allowed for no less than 24 hours before a vote is taken. All further discussion shall again include all members of the board.

At the end of the specified discussion period, votes may be cast by all eligible committee members.
At the conclusion of the voting period, the chair shall tabulate the votes. The President shall

formally announce the results of the vote to the entire board or committee, and shall record the vote in the minutes of the subsequent formal committee meeting.

If a motion fails because a significant number of members did not cast a vote on the issue, the President may, at his/her sole discretion, extend the voting deadline or add the topic to the next board or committee meeting. However, he/she may take both actions (ie. If the deadline is extended and there are still insufficient votes, the matter may not be carried over to the next board or committee meeting, except as a newly introduced agenda item).

FINANCIAL IMPACT: None.

_____ _____

Date **Attested by Secretary**

ADDENDUM:

S A M P L E
E L E C T R O N I C V O T E R E S U L T S

For the motion:

_____
_____
_____
_____

Motion Maker: _____
Second: _____

BoT Voting Member	**Member Name**	**Vote Cast**
President		
Vice President		
Secretary/Treasurer		
Past President		
TVAHU President		
NIAHU President		
SIAHU President		
EIAHU President		
Awards Chair		
Communications Chair		
HUPAC Chair		
Leg Chair		
Leg Vice-chair		
Media Relations Chair		
Membership Chair		
Membership Retention Chair		

Total **Yes** Votes	
Total **No** Votes	
Total Abstentions	
2/3 Requirement Reached	
Motion Outcome	

_____ _____
Date Attested by Secretary