

**NATIONAL ASSOCIATION OF BENEFITS AND INSURANCE PROFESSIONALS
IDAHO CHAPTER
POLICY & PROCEDURES**

POLICY TITLE:	E-mail Voting Procedure
CLASSIFICATION:	Committee
POLICY NUMBER:	10-05-CMT
MOTION:	Terrie Trevino
SECONDED:	Phaedra Anderson
DATE APPROVED:	October 2024
SUNSET DATE:	2027

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

POLICY: NABIP IDAHO 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.

ADDENDUM:

**SAMPLE
ELECTRONIC VOTE RESULTS**

For the motion:

Motion Maker: _____

Second: _____

BoT Voting Member	Member Name	Vote Cast
President		
Vice President		
Secretary/Treasurer		
Past President		
TVAHU President		
NNABIP IDAHO President		
SNABIP IDAHO President		
ENABIP IDAHO 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