



## COLORADO ENVIRONMENTAL HEALTH ASSOCIATION

### **Policy on *Voting by Electronic Mail*** **Colorado Environmental Health Association**

- I. For background, each traditional Board meeting includes voting on action items requiring the input of the Board. However, due to the breadth of activities covered at a traditional Board meeting and often the unanticipated need for timely action, not all issues can be addressed in a single meeting. Board members need additional avenues to consider and vote on issues before them.
- II. For clarity to CEHA members, the availability of voting by electronic mail will be made described in at least one edition of the CEHA newsletter.
- III. The process of voting by electronic email shall include the following:
  - A) An item for consideration/vote is proposed by a Board member in written form to all Board members for their review and consideration;
  - B) Upon review of the language, a first and second motion for electronic discussion of the issue must be made;
  - C) Electronic discussion of the item is carried out, as warranted;
  - D) The item under consideration can be edited/revised by the proposing Board member or the item can be immediately voted upon by the Board following completion of the discussion. Note: an edited/revised item can be resubmitted for the Board's review, consideration, and vote upon receiving a first and second motion (as done in a traditional Board meeting);
  - E) A quorum of Board members (6 of 11 Board members) must vote on the item under consideration for the vote to count;
  - F) Electronic votes must be sent to all Board members for transparency of results and for immediate recording by the Secretary (that is, all Board members must be copied on the vote);
  - G) The official results of the vote will be made available to the Board at the earliest convenience of the Secretary.
- IV. At the first Board meeting following the electronic vote, the results of the voting will be recorded by the Secretary into the Board meeting minutes with language indicting that the particular item under discussion was handled via electronic voting.
- V. Electronic voting of an item shall carry the same rule of effect as any item considered in a traditional Board meeting.

Policy approved by the CEHA Board of Directors on April 8, 2004. President Lyle Moore Jr.



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