

AAPFCO ELECTRONIC AND CONFERENCE CALL VOTING POLICY

*** Conference Call Voting**

- Only the Chair or Vice Chair may be in charge of the meeting
- If this is a working group, the Chair or Vice Chair may not be in attendance and is not mandatory
- Need to give the entire committee (members and industry liaisons) 10 business days' notice that the committee is meeting and will take official action (vote)
- Roberts Rules apply
- Only members can vote, no industry liaisons
- A motion and a second must be made before any discussion
- Before any motions, seconds, comments or friendly amendments can be made, speakers must identify themselves
- Each voting member must be recognized before voting
- Chair shall ask individual members for their vote
- Chair will have someone record the votes of each voting member
- Committee members must identify themselves prior to making a motion
- A motion passes on an official vote of 75% or greater
- Committee meeting minutes shall be forwarded to the AAPFCO Secretary for posting in the Official Publication

*** Electronic Voting (e-mail)**

- Although a meeting held via email would be very difficult, a vote on an action item is feasible
- a motion can be made by any committee member
- Only the Chair or the Vice Chair may be in charge of the voting
- If this is a working group, the Chair or Vice Chair may not be in attendance and is not mandatory
- Need to give the entire committee (members and industry liaisons) 10 business days notice that the committee will propose official action and a vote will be taken
- item to be voted should be presented to the committee
- Roberts Rules apply
- A motion and a second must be made before any discussion
- Only members can vote, no industry liaisons
- The committee should be instructed that any replies to an action, friendly amendment or discussion must be available for all to read by use of the "reply all" button
- Must give deadlines for each action
- Allow 3 business days for a second to a motion
- If no second, the motioner should consult with the Chair for further action
- After second, allow 3 business days for discussion and friendly amendments
- Following discussion and amendments, the Chair shall present the final motion to the committee members for a vote, allowing 3 business days for the vote
- Motion passes on an official vote of 75% or greater
- Committee meeting minutes shall be forwarded to the AAPFCO Secretary for posting in the Official Publication