

Forest Hills Association a/k/a Forest Hills Neighborhood Association

-Board of Directors' Electronic Voting Procedures-

(As Authorized by the Association Bylaws)

E-mail:

1. An e-mail motion can be made by any Board member.
2. The motion must be sent to the President and the Secretary.
3. The Secretary will forward the motion to all Board members.
4. To ensure that all Board members receive the motion, and for the record, the Secretary shall forward the email to all Board members with the "Return Receipt Requested" option turned on. If delivery fails, the Secretary shall use the telephone to advise the Board member(s) of the motion.
5. Motions may be marked URGENT. The reason for the urgency must be stated in the motion (e.g. a deadline for club action). URGENT motions follow the accelerated timeline indicated in parentheses below.
6. All motions must be seconded by sending an email (or a phone call) to the Secretary, with a copy to all other Board members.
7. A second must be received no later than the end of the seventh (third) calendar day after the motion is announced by the Secretary.
8. If NO second is received before the deadline, the Secretary shall distribute an announcement that the motion expired for lack of a second.
9. If, however, a second IS timely received, the Secretary shall announce the second to all Board members.
10. The announcement of a second is considered the start of the discussion and voting period. The closing date for the voting shall be included in the announcement.
11. Discussion and voting shall complete no later than 10 (7) days after the announcement.
12. All discussions and voting shall be addressed to the Secretary with a copy to all Board members.
13. Voting can be by e-mail or telephone call to the Secretary.
14. Voting is complete once all Board members have voted or when the voting period expires, whichever comes first.
15. Voting shall be by indicating: for, against, or abstain/no vote.
16. The vote will be valid only if the number of Board members participating in the voting would otherwise constitute a quorum at a regular meeting. Assuming a quorum, the motion is decided by the majority of votes cast.
17. If there is no quorum, the Secretary will announce by e-mail that the motion failed for lack of a quorum.

18. Once the voting is complete (or the deadline expired), the Secretary shall announce the result to the Board.
19. The Secretary shall maintain the emails pertaining to the discussion and voting in an electronic and/or hard folder created for that motion.
20. The Secretary shall report on the motion and the results of the voting at the next regular Board meeting and duly record same in the meeting minutes.
21. To maintain the e-mail thread, all participants shall use the exact same subject line for all e-mails pertaining to the motion. The e-mail thread subject line shall not be used to discuss matters unrelated to the motion.

Teleconference:

1. A request to offer a motion by teleconference may be made by any Board member.
2. The request and motion must be made to the President and the Secretary.
3. Notification of the date and time of the teleconference must comply with the notice requirements in Article III, Section 5 of the Association Bylaws for calling special meetings of the Board.
4. To ensure that all Board members are notified of the teleconference, and for the record, the Secretary shall email or personally call each Board members with the date, time and call-in instructions for the teleconference call, and the nature of the motion. If e-mail is used, the "Return Receipt Requested" option shall be turned on. If delivery fails, the Secretary shall use the telephone to advise the Board member(s) of the teleconference. Instead of using e-mail, the Secretary may choose to telephone Board members.
5. At the outset of the teleconference call, the Secretary must determine if a quorum is present on the call. If not, the motion expires for lack of a quorum.
6. If a quorum is present, the Chair re-states the motion. The vote will be valid only if the number of Board members participating in the teleconference call would otherwise constitute a quorum at a regular meeting. Assuming a quorum, the motion is decided by the majority of votes cast, just as at a regular Board meeting.
7. If a second is received, discussion begins and normal parliamentary procedures are followed.
8. If NO second is received, the motion expires for lack of a second.
9. Voting is complete once all Board members on the call have voted.
10. Voting shall be by indicating: for, against, or abstain/no vote.
11. Once the voting is complete, the Secretary shall announce the result to the Board.
12. The Secretary shall maintain the minutes of the discussion and voting.
13. The Secretary shall report on the motion and the results of the voting at the next regular Board meeting and duly record same in those meeting minutes.