

2013

PRESIDENT: Eddie Hegewisch
VICE PRESIDENT: John Wagner
SECRETARY: Russ Klaus
TREASURER: Jason Parks
REGISTRAR: Rick Gloekler



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BOARD OF DIRECTORS POLICY #13-3 (previously 09-1)

ISSUED: <u>01/12/09</u>	AMENDED: <u>08/25/13</u>
EFFECTIVE: <u>01/12/09</u>	REISSUED: <u>08/19/13</u>

SUBJECT: EMAIL VOTING

I. STATEMENT OF POLICY

The Crofton Athletic Council will allow email voting regarding issues listed in the policy. All voting will be done per the provisions of this policy. Changes to the allowed voting items may be modified during a regular scheduled meeting.

II. PROVISIONS

- a. The email requesting a motion can be sent to the President or the entire Board. The President is obligated to acknowledge the motion and make sure that all email addresses are correct. If it is believed that a Board member did not receive the motion, the President will send the motion to the affected member. The President will then set a timeline for the motion. A recommended guideline is as follows:
 1. After motion at least 2 business days for a second.
 2. After motion is seconded, allow 2 business days for discussion. Time can be extended for changes in the motion and/or further discussion.
 3. After discussion 2 business days the President will call for a vote.
 4. President will tally the votes and resend to Board members the results.
 5. The results will be attached to the minutes at the next regular scheduled Board meeting.
 6. A quorum for an email vote is two-thirds (2/3) of the sitting Board members – meaning only 2/3 of the members vote yes, no, or abstain.
- b. The President will set the subject of the email and it should not be changed.
- c. The President will put the motion in the email and it should remain at the top on any replies.
- d. No motion, discussion or vote tally email should be sent to a non-Board member. CAC members may request meeting minutes that have the results.
- e. Sending of emails during the discussion phase should be a "Reply All".
- f. No discussion email should contain the prior email text (except for the original motion). If prior discussion point is needed during the discussion phase, place the point in quotes and name the quoted person in square brackets.
- g. All motions, discussions and votes should contain the first and last name of the Board member.
- h. If no vote is received from a Board member the vote will be counted as a "not voting" on the official vote tally.
- i. If the President does not respond to the e-mail motion within a reasonable amount of time, another officer or board member may ensure steps 1-8 are followed. An e-mail vote may not move forward without a quorum.

III. EMAIL VOTING ITEMS

- a. The following items may be voted via email. The Board reserves the right to add items to this list at any time.
 - 1. Meeting minutes.
 - 2. Fee hardship waivers.
 - 3. Amendments to approved budget.
 - 4. General matters before the Board.
- b. No disciplinary matters (to include removal) against a board member may be addressed via e-mail vote.

IV. DISTRIBUTION

- a. Distribution to all Crofton Athletic Council Board Members, Commissioners, and Coaches.
- b. Publication on the CAC Web Site.