



policies and procedures

ELECTRIC BOAT MANAGEMENT ASSOCIATION

APPROVED

Yonah C. Lee
11/14/2016

NUMBER

1-9

ISSUE

1

DATE

November 15, 2016

PAGE

1 OF 2

SUBJECT

CONDUCTING BUSINESS VIA E-MAIL

PURPOSE

To identify that the Chairperson may request the Board of Directors to vote their approval or disapproval of Electric Boat Management Association business motions via e-mail.

DEPARTMENTS AFFECTED

Board of Directors

DEFINITIONS

None.

GENERAL

- A. BoD Meeting Preparation – Board of Directors members are expected to be prepared for meetings to facilitate short and effective meetings. Preparation includes reviewing documents for approval during the meeting (e.g., previous meeting minutes, proposed changes to policy, proposed policy, proposed budgets). Coordination prior to meetings between BoD members and others, as applicable, using any appropriate means is encouraged.
- B. BoD Decisions – It is preferred to discuss and vote on motions in person during BoD meetings while conducting business. In the event that there is insufficient time to complete revisions discussed during a meeting or there is insufficient information to make a decision during a BoD meeting, the Chairperson may elect to defer to an electronic a vote (e.g., via e-mail). Such a deferral can be made given the following conditions are met: (1) the Chairperson considers the decision/vote needs to be completed prior to the next BoD meeting, (2) the Chairperson has concluded that the topic has been discussed in sufficient detail to allow the Board to cast an informed vote for approval or disapproval and (3) is not a proposed change to the EBMA Constitution or Bylaws.
- C. E-mail voting – Once the information/document is ready for a vote, the Chairperson or designee will forward the information/document or link to accessible files necessary for Board members to make the decision and the method of voting (i.e., send vote to a designated individual). The Chairperson shall identify any appropriate individual(s) that are given specific actions to present the information/document for vote. The e-mail to the Board requesting their vote shall clearly state the motion and shall be specific, i.e., either approve or disapprove by a majority (6 out of 11) of the board members. The Chairperson will determine the time required for the Board to review information pertaining to the motion to allow an informed approval or disapproval vote, and set the

policies and procedures	DATE 11/15/16	PAGE 2 OF 2	ISSUE 1	NUMBER 1-9
--------------------------------	------------------	----------------	------------	---------------

vote deadline date. Once the specified voting period has ended, when all votes have been received, or when the next Board of Directors meeting convenes, the votes will be presented to the BoD and recorded in the next meeting minutes. If the email vote does not reach the majority of 6 members, then a separate vote may be taken at a regular board meeting rules which requires a majority of the members present at the meeting as long as a quorum is met.