



## SMOKLER TRUESDELL HOMEOWNERS' ASSOCIATION APPROVAL OF MOTIONS BETWEEN BOARD MEETING POLICY

Section 1.      Purpose. Conducting of association business between board meetings is often necessary. This policy describes a process for conducting business via email. It's purpose is to clearly distinguish emails intended for voting action and the voting results.

Section 2.      Background. Article IV, Section 5 of the By-Laws provide for board actions between board meetings. The By-Laws read as follows: *The directors shall have the right to take any action in the absence of a meeting which they could take at a meeting by obtaining the written approval of all the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors.*

Section 3.      Identification of Emails Requiring Board Action. Any board member may request a vote by fellow board members by beginning the subject line of an email with "VOTE: ". An example is: VOTE: Approval of Motions Between Board Meeting Policy. Non-board members may request a board member to request a voting action. The voting request shall be sent to the Recording Secretary.

Section 4.      Acknowledging a Voting Request. The Recording Secretary shall be responsible for recording the voting request. Acknowledging the request is implicit in the Recording Secretary's forwarding the email to all board members and officers. When forwarding the Recording Secretary shall ensure the email includes any attachments.

Section 5.      Discussion on Proposed Motions. When conducting on-line motion discussions "Reply All" shall be used. Officers may participate in the discussion however they may not vote.

Section 6.      Voting. By-Laws state that actions taken between meetings must have the approval of all board members therefore all board members shall vote on a request. To approve a vote board members shall use "Reply All". The word "APPROVED" shall be added to the end of the subject line. An example is: VOTE: Approval of Motions Between Board Meeting Policy – APPROVED. To disapprove a vote board members shall use "Reply All". The words "NOT APPROVED" shall be added to the end of the subject line. An example is: VOTE: Approval of Motions Between Board Meeting Policy – NOT APPROVED.

Section 7.      Voting Results. The Recording Secretary shall monitor the voting results. The Recording Secretary may email board members reminders that their vote is required. When he/she has determined the action has passed unanimously or failed he/she shall forward the original email to all board members and officers. If passed the email shall add the word PASSED to the email subject line. An example is: VOTE: Approval of Motions Between Board Meeting Policy – PASSED. If failed the email shall add the words NOT PASSED to email subject line. An example is: VOTE: Approval of Motions Between Board Meeting Policy – NOT PASSED.

Section 8.      Reintroduction of Motions. Motions may be reintroduced at a board meeting where a majority of a quorum is required to pass.

Section 9.      Reporting Motions and Results at Board Meetings. The Recording Secretary shall read into the board meeting minutes all motions and voting results.

Section 10.     Record Retention. Copies of this policy shall be maintained as described in *Creation, Approval and Amendment of Board Policies*.

Section 11.     Publication and Notification. Notification and availability of this board policy shall be done in accordance with *Creation, Approval and Amendment of Board Policies*.