



Policy of The Community Church of Sebastopol

Title: Voting by Email

Affected body: Leadership Council

Approved by: Leadership Council

Date Approved: July 25, 2018

To Be Reviewed: Annually

Date last Reviewed: July 25, 2018

Date this version proposed: July 25, 2018

Proposed by, representing: John Henel, Council Officer for Finances

Purpose & Background: The Leadership Council may at times need to vote on items prior to the next scheduled meeting. This document describes the process by which an email vote is to be considered valid.

Policy:

- Though any Council member may request an email vote, the typical process would have the item presented by the Moderator for an email vote.
- Members have 48 hours to vote. The 48-hour deadline should be noted in the original request. No decision is final until *either* of these conditions are satisfied:
 - ALL members (8) have voted **and** there are no vetoes. Note that this condition could be satisfied *before* 48 hours have elapsed.
 - or*
 - 48 hours have passed **and** there is a majority decision (50% + 1) **and** there are no vetoes.
- ANY member, with reasonable cause, can **veto** the email vote and request the matter be handled in a face-to-face discussion. A single veto kills the email vote.
- The initiator of the vote (Moderator) determines when the email voting process is complete and summarizes results to the group.
- An extremely time sensitive item, as determined by the Moderator, may be processed in less than the 48 hours, if a majority vote is achieved even though all members have not voted. The Moderator shall identify this as time critical, with the target voting deadline specified.
- Key information and results of any email vote are to be included in the minutes of the Council for review and approval.



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Other Considerations:

- The use of the group email address council@uccseb.org is recommended to ensure all council members are included as well as to include the ministers and the clerk.
- If issues are raised that can be handled via email discussion, a decision may get delayed beyond 48 hours. Once again discretion of the Moderator rules the day.
- Voting by email is intended only for those items for which there is no face-to-face meeting, not for voting in absentia. Discussions are an important aspect of the voting decision. Only those present at face-to-face meetings shall be eligible to vote on matters presented at those meetings.

Procedural Steps:

No additional specific steps are outlined here. Refer to the Policy section for these details.