

# Electronic Voting Policy

## **Mesabi Behavioral Health Network**

*Adopted by the Board on July 13, 2026*

## **1. Purpose**

This policy ensures a timely response to requests for letters of support. It is designed to:

- Recognize short turn-around times that can exist for funding opportunities
- Allow for electronic voting on letters of support requests

## **2. Scope**

This policy applies to the Governance board electronically voting on letters of support for member organizations.

## **3. Procedure**

The MBHN Coordinator will review all requests for letters of support from MBHN members. Those fitting the mission, vision, and service area of the MBHN will be sent via email to the Governance Board within 48 hours along with any relevant information provided by the requestor.

## **4. Conflict of Interest**

Governance Board members will disclose any conflicts of interest related to a request and abstain from voting when appropriate.

## **5. Casting a vote**

Governance Board members will respond as soon as they are able, but no later than 48 hours unless otherwise specified. All requests with a longer time frame will be brought to a Governance Board meeting.

To vote, Governance Board members will respond with a “yes/support” to approve or “no/don’t support” to deny the request.

The name of the Governance Board member should be included in the response email.

## **6. Establishing a Quorum**

A quorum is established by responses from one half of the Governance Board. "Out of office" responses will be noted but not count for or against the request.

- In the event of more than half of the Governance Board being out of office during the voting period, the MBHN Coordinator will attempt to contact board members via phone or text.

## **7. Documentation**

Once the pre-established voting deadline has been reached or after all Governance Board members have responded, the MBHN Coordinator will review all votes and comments received. If a simple majority of votes have been cast either for or against a request, the MBHN Coordinator will inform the Governance Board of the decision via email. The MBHN Coordinator will affirm the vote at the subsequent Governance Board meeting to ensure the decision is included in the minutes.

The MBHN Coordinator will keep a record of all decisions in a folder in the Governance Board Teams channel. Included in the folder will be:

- Date any request is received and the requesting organization
  - Relevant 1-2 sentence explanation of project
- Total number of votes for and against each request, including any abstentions
  - Final decision and date
- Number required for a quorum based on Governance Board membership at the time of the vote
- Copy of each letter of support written

## **8. Policy Review**

This policy will be reviewed annually by the Governance Board and updated as needed.

