

GAC Guidelines for Conducting Business Online

There are two types of work we do online: general discussions of issues and approving official business. Sometimes general discussion relates or leads to a motion. The following guidelines should be followed when working with motions. Council members are expected to read and respond to related email messages.

Moving a Motion

- Discussion can precede a motion. All discussion must follow the same email thread and include the entire council; other emails should not follow this thread.
- Any council member, other than the president, needs to make an actual motion; the motion should include a suggestion for an appropriate amount of discussion time. If the motion is time sensitive, such as that for funding an item without sufficient notice, then a vote will need to take place and if defeated, discussion can take place and the motion be re-posed providing the timeframe of need has not lapsed.
- Before discussion and voting, the motion needs to be seconded by another council member, other than the president.
- Any discussion that needs to occur, will occur immediately following the email second of the motion. All discussion must follow the same email thread and include the entire council; other emails should not follow this thread. If there is no suggested discussion time, or the item is time sensitive, the item will move to the Communications committee chair.

Discussion

- There should be a minimum of five days for discussion / voting unless all agree to a shorter timeframe in writing.
- Since we are not all online every day, we need to allow reasonable time for people to discuss the issue/motion.
- The president or mover of the motion should send a reminder that the motion is on the table after three days. This should be done again after six days if the discussion / voting period is longer.
- Discussion time can be extended by simple majority of all council members.

Making Amendments to a Motion

- If amendments are deemed friendly by the mover, discussion then moves to the amended motion.
- If amendments are not friendly, then the proposed amendment will be discussed and voted on.

Voting

- After the discussion / voting period has expired, voting will either commence or be closed, depending on what step of the process we are in.
- The Communications committee chair will create a “poll” on www.easypolls.net, and disseminate the poll to the council, or the board, depending on what is being voted upon. Council members vote by selecting “Yes” or “No”.
- All motions will be noted at the next Council meeting.

Suggestions

- Discussions need to follow the same thread/subject line. So **always respond to the latest email in a given thread and Keep the Subject Line the Same.**
- We all read a lot of email, so keep it concise and clear.
- Short emails; use bullet points.
- Indicate at the start what the email is about: a title, a summary, etc.
- Always include your name on the email; if is long, put your name at the top.