**Email Voting Policy**

It is the policy of WIC-NM to accept a vote by the Board of Directors through email within the parameters of the following conditions:

**A. E-Mail Etiquette -**For the procedures that follow, the BOD will observe the following e-mail etiquette:

1. All communications involving an email motion, vote, or vote tally will be dispersed by the WIC-NM \_\_\_\_\_\_\_\_\_\_\_\_\_ **(president?).**

2. Each sender of an e-mail message will include his/her name at the end of a message.

When referencing other e-mail messages, specific passages shall be quoted prefaced by the originator’s name, [Sue Smith wrote].

3. Any BOD member who has voting rights under the WIC-NM bylaws may make a motion.

4. All BOD members should vote by either “yea,” “nay,” or abstain.

5. WIC-NM **(secretary?)** will print and retain all email votes indefinitely in the WIC-NM records.

**B. Action without meeting of Board of Directors (BOD)**

1. A BOD member may make a motion by email to the WIC-NM President.

2. The WIC-NM President will then email motion to all BOD members asking for a second on the motion.

3. The first second received through the email will be recorded as such.

4. WIC-NM President will then send an email with details of the motion, the second of the motion, specific timeframes for returning email, and ask for vote from the BOD.

5. A majority vote through an email vote will be the same as if the BOD were meeting in person.

6. When vote is finalized, whether pass, fail, or lack of majority to pass within specified timeframe, WIC-NM **(Secretary?)** will email results of the vote to all BOD members, record the vote in the official BOD Minutes for the upcoming month, and will take appropriate action as to the content of the motion.

**C. For issues requiring Board of Directors (BOD) decisions or actions that could not be completed at scheduled meetings**

1. The motion would already have been addressed at the Board Meeting with a second. 2. WIC-NM President will email all BOD members the motion, the second, the number of yeas, nays, or abstains recorded at the Board meeting and a timeframe when the vote should be returned.

3. When vote is finalized, whether pass, fail, or lack of majority to pass within specified timeframe, WIC-NM **(secretary?)** will email results of the vote to all BOD members, record the vote in the official BOD Minutes for the upcoming month, and will take appropriate action as to the content of the motion