

GUIDELINES

For E-mail Voting

GUIDELINES FOR E-MAIL VOTING¹

These guidelines shall not be in conflict with the TGC Bylaws and Standing Rules and may be amended at any regular or special meeting of the TGC Executive Committee by a two-thirds vote or a majority vote with previous notice.

I. COMMITTEES PERMITTED TO CONDUCT BUSINESS BY ELECTRONIC DEVICE

The following committees are permitted in TGC Bylaws to conduct business of an URGENT nature by electronic device:

1. Executive Committee
2. Finance Committee
3. Organization Study Committee
4. Trustees (Headquarters Committee)

Urgent is defined as specific questions requiring immediate attention.

II. GUIDELINES TO BE OBSERVED WHEN AN E-MAIL VOTE IS CONDUCTED

The following are guidelines to be observed when an e-mail vote is conducted by one of the above committees:

1. The TGC President or chairman of the appropriate committee shall present action to be approved in the form of a motion and send this motion to each member of the voting body by electronic device. (Those who are entitled to be present but not vote at committee meetings shall be copied on the electronic message.) The President/Chairman shall request confirmation of receipt. An explanation of the circumstances, including why the matter cannot wait for the next committee meeting, must accompany the motion. The Recording Secretary shall send out and receive the motion being voted upon. The motion shall contain the question, the debate period, and date and time the ballot must be returned. The time period may vary from committee to committee or situation to situation depending on the urgency and shall be determined by the individual President/Chairman.
2. Comments, either positive or negative (debate), may be made by any voting member or person entitled to be present at a committee meeting and should be sent to all.
3. Votes on the motion are to be returned to the TGC Recording Secretary within the stated time period. The President/Chairman may vote on the motion with other committee members.
4. A vote, when cast, shall be final.
5. A majority vote of the entire committee shall adopt a motion. A motion will be considered adopted whenever a majority vote of the entire committee in the affirmative is reached, even if before the end of the specified time period.
6. The TGC Recording Secretary shall compile the vote and immediately notify the President/Chairman when a majority vote of the entire committee has been reached. At

¹ Adopted Grapevine 3/12

the end of the voting period, the Recording Secretary shall send a Teller's Report to the President/Chairman which will include:

- a. Record of those sent the motion (including those copied)
- b. Date and time motion was sent and the polls were opened
- c. Number of votes needed for approval
- d. Number of votes cast
- e. Number in favor
- f. Number opposed

A roll call of the voting will be available from the Secretary upon request by any committee member.

7. The President/Committee Chairman will immediately declare the result of the vote to all members of the appropriate voting body by electronic device when notified by the Secretary that a majority vote has been reached and will send out the Teller's Report at the end of the specified time period.
8. The motion, Teller's Report, and result of the vote shall be recorded in the minutes of the next meeting of the Committee.