

ITEA Electronic Voting Policy
(Adopted 14 May 2019)

I. Overview

This policy describes when it is appropriate to use electronic voting within ITEA. Electronic voting may be used in circumstances where it is not practical to wait for a normally scheduled ITEA Board of Directors meeting for a decision.

II. Electronic Voting Purpose

1. Electronic voting, such as by a survey or email, may be used in cases where there is no physical meeting immediately preceding the voting.
 - a. The discussion period will be conducted via email immediately preceding the vote according to the procedure below.
 - b. All voting members of the Board of Directors are to be polled.
 - c. All Board of Directors members may participate in the discussion.
 - d. The number of positive votes as stipulated in the bylaws for approval is required to pass the proposed measure.
2. Electronic voting may be used during a physical meeting where a proposed measure is discussed if there is a quorum and there is any participation by teleconference, videoconference, or webcast, as examples. This may occur in a meeting where privacy of the vote is needed, as one example.
 - a. Voting is limited to those directly involved in the discussion during the meeting.
 - b. The voting period is to immediately follow the discussion for the duration noted in the procedure below.
 - c. The number of positive votes as stipulated in the bylaws for approval for the relevant body is required to pass the proposed measure.
3. Electronic voting may not be used:
 - a. To change governance.
 - b. To change bylaws.
 - c. Approve or change budgets for amounts in excess of \$5,000.

III. Electronic Voting Procedure

1. The Executive Director emails the name of the ITEA Board Director making the motion and the “stated” motion. In the same email, the Executive Director will request a second to the motion and list the schedule for open discussion and voting. An example is below.
 - a. Voting will begin on the 'next day' (enter exact date) and last for two days (enter exact date).

- b. If a member of the Board of Directors does not “second” the motion within a few hours of the motion being emailed, then the Executive Director will call one of the known supporters to second the motion.
2. Executive Director to email to the Board of Directors when the discussion phase is complete and inform the Board of Directors that the electronic voting will open the next day.
3. At 1500 EST on the 1st day of voting, the Executive Director emails a tally of all eligible voters and whether they have voted or not (do not include how they voted). A second tally is emailed to the Board of Directors at 1200 EST on the final day of voting.
4. The day after the vote is closed, the Executive Director reports the results to the Board of Directors for approval. The report will include number approved, number denied, number abstained and number not voted.
5. The voting results will be emailed except where privacy of the vote is desired and permissible, e.g., awards.