



**MANITOBA
CYCLING**
ASSOCIATION

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Electronic Voting Policy March 2007

Policy: The Board of Directors shall adopt policy and procedures to ensure current and future Board members are fully aware of the procedures to be followed in the discussion of and voting on matters by email. Further, that the expenditures of the association's funds and decisions of the Board are open, transparent and properly documented for financial auditing purposes.

EMAIL VOTING PROCEDURES:

Introduction of a Topic for Informal Discussion:

1. Any member of the Board may raise a topic or issue and present it to the President.
2. The President, or a Board member designated by the President, ("designate") shall present the topic or issue for informal discussion to Board members by emailing the topic with a brief description of the issue or topic to be discussed to the board members.
3. The initial email will set the time period for discussion which shall not be less than **2** business days to give all the members' time to review the email and respond.
4. All members are encouraged to participate in the email discussion by **"replying to all"** members and by observing the same rules of order and courtesy that apply to the MCA formal meetings.

5. At the end of the specified time period for informal discussion, a member of the Board may make a formal motion for action with respect to the topic.

Introduction of a Motion:

1. As at regular meetings, any member of the Board may make a motion. However, for record keeping purposes, email motions shall be made through the President or their designate, who will email the motion to the members beginning with the identification of the member making the motion and the motion asking for a “second” for the motion i.e.

“Fast Biker” has made a motion to the Board that (Description of motion). A second to this motion is required. Anyone wishing to second this motion please do so by email to all Board members.

2. All motions will be made in the same form as motions during formal meetings of the Board.

3. If a second to the motion is not received by midnight of the next business day the motion is automatically withdrawn.

4. If a second is received, the President, or designate, will open the matter for discussion by sending an email to **all** Board members, repeating the motion and inviting discussion for a specified period of time which shall not be less than **2** business days.

5. At the end of the specified discussion period the President, or designate, will call for a vote on the motion and ask all members to respond directly to the Secretary and one other member of the Board or the Executive Director as may be specified by the President.

6. The President shall specify a period of time, which shall not be less than **2** Business days, by which all votes are to cast.

7. All eligible Board members may cast votes by emailing them to the Board Secretary **and** one other Board member or Executive Director as may be specified by the President or designate.

8. Since email voting prevents the assurance of a quorum of the Board, two thirds (5 of 7) of eligible Board members must vote for a motion in order for it to pass.

9. At the conclusion of the voting the Secretary tabulates the votes and communicates the results by email to all members of the Board by identifying:

- i) Number of eligible voting members, Number voting for the motion,
- ii) Number voting against the motion,
- iii) Number of abstentions and
- iv) Whether the motion passed or was defeated.

Note: Failure to obtain a simple majority of “yes” votes (3 of 5 or 4 of 6) from of those eligible to vote means that the motion does not pass. In the case of a tie the President may cast the deciding vote for or against the motion.

10. The Secretary ensures the motion and vote is recorded in the minutes of the next formal Board meeting.

Approved by the Board of Directors of the Manitoba Cycling Association at a Board meeting held on July 9th, 2007

Approved: Original signed by R. Schappert, President

Dated: 9th day of July 2007