

ELECTRONIC VOTING PROCEDURE
For the Operations & Power Division
(March 2004)

- ❑ Any member of the Executive Committee may propose a motion by email (using the OPD listserv), in accordance with the Robert's Rules of Order.
- ❑ Any member may second the proposed motion. No discussion shall occur before the motion has been seconded and the Chair has initiated a discussion period (see below).
- ❑ If within the next two days (excluding national holidays and weekends), another member has not seconded the motion, then the member who has made the motion shall contact the Chair to determine any future action.
- ❑ The Secretary (or the Treasurer if the Secretary is unavailable) will record the dates and the names of those members who moved and seconded a motion.
- ❑ Once the motion has been seconded, the Chair (or the First-Vice Chair if the Chair is unavailable) will initiate a discussion period, within two days of the motion's "second" of a duration commensurate with the complexity of the motion. *During the discussion period, no e-voting shall occur. Any e-vote submitted before the Chair calls for an e-vote will be considered as null and will not be counted.*
- ❑ All discussion comments shall be submitted to the OPD listserv, to allow everyone to understand these comments and respond to them as necessary, *except for minor editorial comments that shall be submitted to the member who made the motion.*
- ❑ Once the discussion period has ended, the member who made the motion may resubmit the revised document (if applicable) incorporating all comments from the discussion period. This revised document (if applicable) will be the subject of the e-vote.
- ❑ Once the discussion period has ended (and after the member who made the motion has resubmitted the revised document, as applicable), the Chair (or the First-Vice Chair if the Chair is unavailable) will call for an e-vote within a specific reasonable deadline. *To minimize email traffic, e-votes shall be emailed to the Officers only (using the alias <opd-officers@list.ans.org>), not to the OPD listserv.*
- ❑ A reminder to e-vote will be sent by the Secretary to all members two business days before the deadline.
- ❑ Any member that will not be available during the discussion or e-voting periods may give proxy to another member and notify the Officers of such proxy. When a member e-votes by proxy, he/she shall so indicate that on the e-vote ballot.
- ❑ The Secretary (or the Treasurer if the Secretary is unavailable) will record the e-votes and notify all members once the motion has passed.
- ❑ NOTE: A motion passes if *half of the voting members plus one* approve the motion. The Chair does not vote, except if there is a tie.
- ❑ The voting will stop at the end of the e-voting period. Any e-vote submitted after that time will not be counted.
- ❑ The Chair (or the First-Vice Chair if the Chair is unavailable) shall determine the course of action if the motion fails to pass.
- ❑ Records of e-votes will be compiled by the Secretary (or the Treasurer if the Secretary is unavailable) every six months and attached to the minutes of the next OPD Executive Committee Meeting.