

Oklahoma State Association of Health Underwriters Policy & Procedures

Policy Title: **Electronic Meetings and Votes**

Classification: **Parliamentary**

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Date Approved: **November 19, 2002**

Purpose: To establish guidelines for use of voting in *electronic meetings.

- I. Meetings via Teleconferencing shall be subject to the same guidelines (i.e. attendance, quorum, Rules of Order, etc.) as actual physical meetings in person.

- II. A vote of the full Board via email will occur only when:
 - A. A prior vote of the Board at a regularly scheduled meeting established That a vote would occur via email on a specific topic by a set date, or
 - B. A majority of the Executive Committee has voted to open the Board to Specific motion for a “virtual meeting” and discussion followed, if Needed, by a vote by email; all within a specific time period.

- III. Only votes from voting Board members sent to the Secretary in the specified time frame will be counted. Voting members are asked to copy the Board on their vote.

- IV. The Secretary will tally the votes and report the votes via email, giving each Board member’s vote status.

- V. For voting purposes, a quorum will be determined by the number of votes or abstentions received.

* for the purpose of this P&P, the term Electronic shall refer to either email or teleconferencing.