

Electronic Meeting Bylaws, CRDA (adopted March 2003, revised August 2003)

A. Agenda

1. The Chair shall prepare a proposed agenda for the electronic meeting and distribute via email to the members approximately three weeks prior to the proposed end of the electronic meeting. The proposed agenda shall include a date for completion of the electronic meeting. Any member may ask the chair to place an item on the agenda. Such additions should be submitted no less than two weeks prior to the end of the electronic meeting.

2. The Chair shall initiate discussion on each agenda item.

3. Each agenda item shall be open for discussion for at least seven consecutive days, spread over parts of two calendar weeks. Multiple agenda items will be discussed concurrently.

4. The secretary shall archive the electronic communications for purposes of minutes of the electronic meeting. These records shall be used to prepare written meeting minutes. Once the written minutes are approved, the electronic records may then be deleted by the secretary.

B. Discussion and Reports

1. All reports shall be delivered to the members electronically by the start of the meeting, usually two weeks prior to the end date.

2. Discussion:

a. If the issue to be discussed is not an action item, there is no minimum duration for discussion on that item.

b. For action items, (e.g. main motions, amendments to motions) a minimum of seven consecutive days, spread over two calendar weeks, shall be available for discussion, motions, points of order, and voting. Chair has the discretion to set a time limit for individual action items in order to keep the meeting agenda progressing in a timely manner.

C. Motions

1. Electronic motions may be made by any member.

2. Nothing further transpires until the motion is seconded via electronic communication.

3. The Chair will then announce the motion and second on the electronic floor and call for discussion. Chair will type motions in different colors in order to differentiate between stated motion and member replies.

4. Discussion takes place electronically utilizing procedures in *Robert's Rules of Order, Newly Revised*, Tenth Edition. In offering discussion comments, members are to first list the outline number of the topic being discussed as listed in the agenda.

5. Any member may call for the question. Because this motion cuts off debate, it must first be voted on, before voting on the question. No member has the unilateral right to end discussion.

6. The chair shall restate the question and call for the vote, stating the cut off date and time for tallying of the vote on the question at hand. Chair is to send an email to all members when the cut off time is reached announcing that agenda item as closed.

D. Voting

1. The Chair shall set an end time for the vote. At least 48 hours shall be allowed for each vote. Votes may be taken concurrently. Chair is to send an email to all board members when the pre-determined end time for a vote has been reached to announce that voting is closed for that item. Should enough votes be received to pass a motion, the chair may, in the interest of time, send an email to all members calling an end to the vote before the designated time.

2. The motion passes when a majority of board membership has voted in the affirmative, or fails when a majority have voted against the motion.

3. Votes shall be sent electronically to the chair and secretary. Votes need not be sent to the entire group. The Chair shall announce the results, indicating total number of votes for and against.

4. Votes are not anonymous. The voters name is used to verify membership. If an issue is too sensitive, a member may move to vote at an in person meeting by secret paper ballot with two tellers appointed by the Chair.

