

Licking Heights Youth Association
Electronic Mailing Executive Board Statute Voting Policy

Updated: 02/27/2009

There will be four stages for electronic voting: Statute Q & A, Motion, Vote and Result. Any board member can start a statute and can elect anyone to perform the electronic email process.

I. Statute Q & A Stage

Statute Q & A Notification

1. Email Requirements:
 - a. Subject of an email will contain the text 'Statute Q & A:' and a short title of the statute.
 - b. Has a header line of:
 - i. MM/DD/YYYY: HH:MM – Statute Q & A: (Please use "Reply to all" with a question or "None".)
 - c. Description of the full statute.
 - d. Is sent to the entire board using board@lhya-sports.org
 - e. The response time is 48 hours from the initial email send.

Statute Q & A Recording

1. All questions in the 48 hours response time need to be answered until
2. Once all board members respond with "None" or the 48 hours response time is met the statute goes to the motion stage.

II. Motion Stage

Motion Notification

2. Email Requirements:
 - a. Subject of an email will contain the text 'Motion:' and a short title of the statute.
 - b. Has a header line of:
 - i. MM/DD/YYYY: HH:MM - Official Motion: (Need two members to motion to start begin voting process.)
 - c. Copy the initial statute email & all questions with answers create an audit trail.
 - d. Is sent to the entire board using board@lhya-sports.org
 - e. The response time is 48 hours from the initial email send.

Motion Recording

3. Two executive board members are required to motion in order for the statute to advance to the vote stage.
4. The motions will be recorded by first come basis using the date and time stamp on the response email and the response must be a "reply to all" to the motion posting.
5. Any "reply" with out full board receipt will be discarded.
6. If less than two motions are recorded at the end of the response time the statute becomes stalled. If a motion stalls it cannot be resubmitted through electronic mail but can be re-opened via "live" board meeting.
7. Once two motions are recorded the statute goes to the vote stage.

III. Vote Stage

Vote Notification

1. Email Requirements:
 - a. Subject of an email will contain the text 'Vote:' with the same title of the Motion.
 - b. Has a header line of:
 - i. MM/DD/YYYY: HH:MM - Official Vote: (Please use "Reply to all" for recording with a "Yes" or "No" or "Suspend" reply.)
 - c. Copy the initial statute email & all questions with answers.
 - d. Copy the initial motion email with names of the 1st and 2nd motions to continue the audit trail.
 - e. Is sent to the entire board using board@lhya-sports.org
 - f. The response time is 48 hours from the initial email send.

Vote Recording

1. If two "Suspend" votes are recorded then that statute will be tabled until the next "live" board meeting for further review. If suspended, the statute is not considered stalled but cannot be re-submitted through electronic mail.
2. If a board member does not vote in the 48 hour response time then they will receive a "Did not vote" and is excluded from the tally.
3. Votes must be a "reply to all" response.
4. Any "reply" with out full board receipt will be discarded and will have to be re-casted.
5. Must have a minimal of 5 votes recorded to become an official result or the statute will become automatically suspended.

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6. If not suspended and enough votes are recorded then a majority vote is needed to pass.

IV. Result Stage

Result Notification

1. Email Requirements:
 - g. Subject of an email will contain the text 'Result:' with the same title of the Vote.
 - h. Has a header line of:
 - i. MM/DD/YYYY: HH:MM - Official Vote: Passed or Not Passed or Suspended
 - i. Copy the initial statute email & all questions with answers.
 - j. Copy the initial motion email with names of the 1st and 2nd motions.
 - k. Copy the initial vote email with all the board members names and their casted vote.
 - l. Is sent to the entire board using board@lhya-sports.org.

Result Recording

1. If "Passed" then the statute is official.
2. If "Not Passed" then the statute is stalled and cannot be re-submitted through electronic mail. The statute may be re-opened in a "live" executive board meeting pending on a unanimous board vote.
3. If "Suspended" then the statute is tabled and will be added to the board meeting agenda for further review on the next called "live" executive board meeting.