

**DEERLAKE VILLAGE COMMUNITY ASSOCIATION
BOARD VOTES BY EMAIL POLICY**

Occasionally, Board action is required on decisions in a timely fashion before the next scheduled work session. In these situations Board members may communicate and submit motions by email. Board actions taken in this manner will be reported in the next Work Session Notes, in the Addendum to the next Board Meeting Minutes, and to the membership in the next *Deerlake Diary President's Update*.

In the event that an email vote is needed the following process will be followed:

- The subject line will read “email motion re:...”
- The motion will be clearly stated: “I move that ...” and specific language will be used to provide clarity of intent. When appropriate the person making the motion will provide a rationale for the motion.
- The motion will require a second.
- Two full days will be allowed for discussion and voting before a decision is finalized.
- Members will clearly state their intentions: “I vote to approve ...” or “I vote to deny...”
- Members may change their vote anytime within the two day voting period.
- The acceptance of amendments to the motion under consideration automatically extends the voting period 24 hours.
- The Secretary will copy and paste email contents of the motion and all votes into a document which will become a matter of record with the Secretary.
- The motion and vote will be recorded in the next Work Session Notes and in the Addendum to the Minutes of the next Board meeting. It will be reported to the membership in the next *Deerlake Diary President's Update*.

This policy was approved by the Board of Directors on August 13, 2013.