

## CALBHB/C

### ON-LINE & TELE-CONFERENCE VOTING POLICY AND PROCEDURES

The Governing Board shall conduct discussions and votes in person or by tele-conference when possible and practical as time and other factors permit.

On occasion, the Governing Board may engage in real time discussion and consider action which is impossible to complete due to uncertainty and unknown factors requiring follow up. When a timely decision is important, the use of on-line voting may be deemed permissible by the Executive Committee in order to facilitate timely action. On-line voting shall be permitted for agenda items previously placed on in-person meeting agendas or tele-conference agendas.

#### I. PURPOSE

The purpose of this policy and procedure is to ensure a fair on-line and tele-conference voting process.

#### II. PROCEDURES for Tele-Conference Vote

Votes taken during teleconference meetings shall be tallied by roll-call.

#### III. PROCEDURES for On-Line Vote

##### A. Calling for an On-Line Vote

1. The President and/or a majority of the Executive Committee may call for an on-line vote between monthly meetings.
2. The Executive Director shall facilitate the review and on-line voting process of the CALBHB/C Governing Board.

##### B. Review Process

Prior to a vote, the Executive Director will:

1. Schedule time for Governing Board discussion (by teleconference)
2. Facilitate information sharing regarding the topic of the vote

##### C. Voting Process

1. The Executive Director shall facilitate a vote by email.
2. A majority of Governing Board members shall be required to approve the item.
3. Results, including a listing of individual Governing Board member votes, shall be provided to the full Governing Board.

Policy approved June 21, 2019 by CALBHB/C Governing Board