

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE:	E-mail Voting Procedure
CLASSIFICATION:	Committee
POLICY NUMBER:	05-02-CMT
DEPARTMENT COORDINATOR:	Board of Trustees
MOTION:	Mel Schlesinger
SECONDED:	Denny Ebersole
DATE SUBMITTED (initial):	November 14, 2005
DATE APPROVED:	December 12, 2005
DATE AMENDED	April 18, 2011
SUNSET DATE:	2017

PURPOSE: To establish procedures for NAHU committees to follow when discussing or voting on matters by electronic means

POLICY: NAHU committees shall adopt specific policies to regulate the transaction of business by electronic means.

PROCEDURE:

Presentation of a Topic for Informal Consideration: The committee chair may present a topic or issue for discussion without presenting a motion on which a vote must be taken. He/she may do this electronically by distributing the topic to the entire committee, using the agreed upon distribution list maintained by the NAHU office. The chair shall set a time limit of no less than 24 hours for the discussion. At the end of this period, he/she may seek to extend the discussion period, refer the issue to a sub-committee or working group, invite a motion from a member of the committee, close discussion or take other appropriate action. A motion may be voted upon electronically, in accordance with Bylaws Article VIII, Section 4 and the procedures of this P&P or may be carried forward to the next committee teleconference, if placed on the agenda by the chair. Because an electronic vote prevents the assurance of a quorum, two-thirds of all committee members have to vote affirmatively for an electronic motion to pass. Unless otherwise specified by the chair, committee members shall cast their vote using the approved distribution list, to be received by all committee members, and recorded. All committee members are encouraged to participate in the discussion, observing the same rules of order and courtesy as apply to formal committee meetings. All contributions to the discussion should be posted to all committee members, again using the NAHU distribution list.

Presentation of a Motion for Consideration: All motions to be voted upon electronically shall be submitted in the same form as a motion made during a formally convened committee meeting; the motion shall be in writing, a second shall be secured and discussion shall be allowed for no less than 24 hours before a vote is taken. All further discussion shall again include all members of the committee. At the end of the specified discussion period, all eligible committee members may cast votes. At the conclusion of the voting period, the chair shall tabulate the votes. The chair shall

formally announce the results of the vote to the entire committee, and shall record the vote in the minutes of the subsequent formal committee meeting. If a motion fails because a significant number of committee members did not cast a vote on the issue, the chair may, at his/her sole discretion, extend the voting deadline or add the topic to the next committee meeting. However, he/she may take both actions (ie. If the deadline is extended and there are still insufficient votes, the matter may not be carried over to the next committee meeting, except as a newly introduced agenda item).

FINANCIAL IMPACT: None.