



Electronic Voting Policy

This policy describes when it is appropriate to use electronic voting within SNAME. Electronic voting may be used in circumstances where it is not practical to wait for our normally scheduled meeting for a decision.

Voting results are subject to review and approval by the canvassing committee.

- a) Electronic voting, such as by a survey or email, may be used in cases where there is no physical meeting immediately preceding the voting.
 - i) The discussion period will be conducted in the relevant online community discussion forum immediately preceding the vote according to the procedure below.
 - ii) All voting members of the relevant committee are to be polled.
 - iii) All committee members may participate in the discussion, whether voting members or not.
 - iv) The number of positive votes as stipulated in the bylaws for approval for the relevant body is required to pass the proposed measure.
 - b) Electronic voting may be used during a physical meeting where a proposed measure is discussed if there is a quorum and there is any participation by teleconference, videoconference, or webcast, as examples. This may occur in a meeting where privacy of the vote is needed, as one example.
 - i) Voting is limited to those directly involved in the discussion during the meeting.
 - ii) The voting period is to immediately follow the discussion for the duration noted in the procedure below.
 - iii) The number of positive votes as stipulated in the bylaws for approval for the relevant body is required to pass the proposed measure.
 - c) Electronic voting may not be used:
 - i) To change governance.
 - ii) To change bylaws.
 - iii) Approve or change budgets for amounts in excess of \$5,000.
- 2) The process to follow is below:

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Original	4 Apr 2016 - Created	Approved by ExCom 14 Jul 2016	EWS JLL

Electronic Voting Procedure

1. PURPOSE

The purpose of this procedure is to spell out how to conduct a vote by electronic means.

2. SCOPE

- a. This procedure applies to all electronic voting permitted by SNAME bylaws.

3. Procedure

- a. The Executive Director posts the name of the committee member making the motion and the 'stated' motion to the corresponding committee's discussion group. In the same post, the Executive Director will request a second to the motion and list the schedule for open discussion and voting. An example is below.
- b. Voting will begin on the 'next day' (enter exact date) and last for two days (enter exact date).
- c. If a member of the committee does not 'second' the motion within a few hours of the motion being posted, then call one of the known supporters to second the motion.
- d. Executive Director to post to the discussion group when the discussion phase is complete and inform the committee that the electronic voting will open the next day.
- e. At 1500 EST on the 1st day of voting, the Executive Director posts a tally of all eligible voters and whether they have voted or not (do not include how they voted). A second tally is posted to the discussion group at 1200 EST on the final day of voting.
- f. The day after the vote is closed, the Executive Director reports the results to the ad hoc canvassing committee, appointed in accordance with the bylaws, for approval.
- g. Once the Canvassing committee has approved the votes, the Executive Director reports the results to the committee discussion group. The report will include number approved, number denied, number abstained and number not voted.
- h. The voting results will be posted except where privacy of the vote is desired and permissible, e.g., awards.

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