

**MULTNOMAH COUNTY MASTER GARDENER™ ASSOCIATION
POLICY – REMOTE VOTING PRACTICES**

FIRST APPROVAL: 2020.06.23

FINAL APPROVAL/ADOPTED: 2020.07.28

PURPOSE

To provide the chapter with an auditable and accessible system for collecting votes remotely with use of a purpose-made online voting tool.

PROCEDURES

1. Remote voting will be used under these circumstances
 - a. There is a time-dependent decision that needs to be made.
 - b. The Board is not able to convene in person to make the decision.
 - c. At the discretion of the president, for example in an effort to improve chapter member participation for any given vote
2. Remote voting will be considered for use in these types of voting
 - a. Board: Any motion or action (e.g. policy and procedure, budget, other requests for funds)
 - b. Membership: Budget approval and election of officers
3. The timelines for remote voting will be similar to in-person voting:
 - a. The time between the formation of an idea and formal motion for discussion will be at the discretion of the president.
 - b. The time between motion and voting for discussion will be 48 hours or more, at the discretion of the president
 - c. The window of time to vote will be 48 hours or more, at the discretion of the president
4. Other considerations for remote voting:
 - a. The president may consider setting aside a time to discuss (e.g., ad hoc virtual meeting) for those interested.
 - b. Discussion and exchange of ideas is encouraged electronically (e.g., via email or Slack)
5. Technologies and systems which are required for remote voting:
 - a. Can be readily accomplished with Doodle.
 - b. Can also be done with Slack and purpose-made online voting tools.
6. The mechanics of remote voting will be:
 - a. Secretary sets up a poll using a purpose-made online voting tool.
 - b. Secretary communicates to board/membership about the on-line poll, timeline, and results
 - c. A quorum will be the smallest integer greater than or equal to one-half the number of people on the Board with voting privileges.
 - d. Secretary documents and records process and result in minutes.
 - e. For board business, the on-line poll will only be open to board members to ensure confidence in who is actually casting a vote.