



Policy for Congregational Council Email Voting

Purpose:

The purpose of this policy is to outline the procedure the Congregational Council would follow to hold an email vote having to do with Council business (cf Congregational Bylaws Part VII Section 13).

Scope:

This policy applies to the Congregational Council.

Policy Protocol:

1. If the Congregational Council is unable to hold a meeting as per Bylaws Part VII Section 10, the Council may hold an electronic email vote for the purpose of conducting its business.
2. Holding an email vote presumes each council member involved has access to a computer which would allow full participation.
3. All participants should have a secure, personal email account.
4. No email vote shall exclude any member of the Congregational Council unless that individual has excused him/herself or is in a conflict of interest position, and if so, shall declare a conflict of interest and cease participation as part of the email exchange.
5. An email vote is appropriate when the issue is judged as simple and only requires a *for* or *against* response.
6. An email vote shall have no more than one (1) agenda item. The agenda item shall appear in the subject line of each email exchanged during the meeting. If additional issues need to be addressed, a separate email vote for each issue shall be done.
7. The call for each email vote shall establish an end date and time for voting.
8. In order to reach a decision, the wording of the motion shall be clearly evident in the body of the message.
9. Each individual shall cast their vote *for* or *against*. For confidentiality, the individual will reply only to the chair with their vote.
10. The text of the motion and the result of the email vote shall be recorded in the Minutes of the next Congregational Council meeting.

The Chair (or the Chair's designate) shall:

1. Initiate each email vote, acting alone or at the request of any two members of Congregational Council.
2. Identify each email vote by agenda name and include the ending date and time;

3. Ensure that email addresses of all participants are current and that all emails related to the email vote are addressed to all participants; and
4. Track the replies and announce the outcome of the motion dealt with in the email vote within three (3) business days of the end of the email vote.

Email vote participants shall:

1. If available, participate in every email vote.
2. Reply to the chair only to vote.
3. Vote on the motion unless a conflict of interest has been declared.

Approved for use by Mount Zion Church Council – June 24