

## **ACT SECTION 06 --- BALLOTS**

06-183            Mail Ballots

4-7-01, 8-24-68, 11-16-68

An action requiring approval of the Board of Governors may be voted upon by mail between Board meetings, subject to the following provisions. Mail includes any means of transmission capable of producing a verbatim written instrument in the hands of the recipient, including email and facsimile as well as original hard copy via the U.S. Postal Service or private courier. No action regarding legal or personal matters appropriate to closed session will be conducted by electronic means.

(1) Mail ballots may be conducted only by the President. The President may call for a vote by mail if need for the ballot is (a) agreed at the prior Board meeting after discussion of the issue and upon a stated contingency, or (b) at the request of four members of the Board.

(2) To be adopted, an action voted upon by mail requires a two-thirds affirmative vote of the entire Board of Governors.

(3) Neither Bylaw changes nor matters for which the Bylaws or the Acts require a meeting of the Board may be acted upon by mail ballot.

(4) The text of any matter that was the subject of a mail ballot, with the vote of each member thereon, will be read into the minutes of the subsequent meeting. Such matters will be subject to reconsideration as if considered immediately before such reading, or upon the motion of a member who did not receive timely notice.

(5) When presenting an issue for a mail ballot the President will announce a deadline for the end of discussion and the receipt of votes which allows time for deliberate discussion and for the participation of any Board member who must be contacted by postal mail or courier. The President shall facilitate the exchange of comments between such members and those using electronic means. In no case shall the deadline be less than 12 days; provided, the President may entertain a motion to close debate and advance the deadline. Votes are subject to each member's reconsideration until the approved deadline.

(6) Unless the issue concerns legal or personal matters appropriate to closed session, the President shall post notice of the proposed action to the Society web site not later than the day following the transmission of the call for the vote, and is encouraged to post additional notices to national and regional cover mail lists and discussion groups.

(7) No expenditure in excess of one percent of the Society's operating budget may be approved by mail ballot unless the expenditure is from a restricted fund.

(8) This Act is adopted as Special Rule of Order, and is subject to amendment only in a regular meeting of the Board of Governors.

06-445            Conflict of Interest

6-28-85

Directors or Officers of the Society should abstain from voting on matters of business which may have a direct effect on their business interests. A Director or Officer should not serve as chairman of a national committee nor on committees at national events if such positions present a conflict of interest with their business interests.

Cross reference: Section 03