



## ***Wheelchair & Ambulatory Sports, USA***

### **E-VOTING POLICY**

1. In rare instances, board actions may be taken by email by an affirmative vote of at least two thirds of the directors currently in office
2. If an item for board action is best addressed before the next board meeting, the following factors will be considered by the Board Chairman before determining whether to ask for an action by email:
  - (a) How soon a decision is required.
  - (b) Whether the decision would be better made after further discussion and/or whether alternatives should be considered.
  - (c) Whether all directors have sufficient information to make an informed decision.
3. If after considering the above factors, the Board Chairman determines it would be best to take the action by email, he will request that the motion be sent to him via email. The Board Chairman will then request a Board director to second the motion.
4. Once the Board Chairman has acquired a second to the motion, the Board Secretary will email the proposed motion to all directors at their respective email addresses. The subject line of this email will be "Discussion for Motion to (short description of the motion)." The body of the email will state the motion, who submitted the motion and who seconded the motion.
5. There will be a minimum 24-hour period following the sending of the email with the proposed motion in which discussion shall take place regarding the motion. During this time, Board members may state they are opposed or in favor of the motion but their comments will not be counted as the official vote.
6. Following the minimum 24-hour discussion period, discussion will be closed after the final comments have been made. The Board Secretary will then send an email that shall request that each director vote by email reply to all directors that he or she:
  - (a) is in favor of the proposed action or
  - (b) is opposed to the proposed action or
  - (c) abstains from voting.



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The subject line of this email shall be “E-Voting for Motion to (short description of the motion).” The body of the email will state the motion, who submitted the motion and who seconded the motion. Voting replies will be recorded by the Board Secretary.

7. If the action is approved by affirmative vote of at least two thirds of the directors currently in office, all directors shall be sent immediate notice of the approval including the text of the proposed action and its effective date and time.

8. At the first board meeting following the email vote, all directors present will be asked to verbally confirm the electronic votes.

9. The proposed action and the list of votes shall be entered into the minutes of the next board meeting.