

Inland Northwest Youth Football and Cheer League
Standard Operating Procedures
Email Motions and Voting

Effective: 2021 Fall Season
Date Issued: June 14, 2009

SOP 003
Revised: June 2021

Purpose:

This policy reflects INYFC's position regarding email motions and voting.

Responsibility:

The INYFC Board of Directors is responsible for enforcing this procedure.

Definition:

None.

Procedure:

1. When an INYFC Board Member needs to submit a motion through email for a vote they will email the motion along with other pertinent information to the INYFC Board Secretary.
2. The INYFC Secretary will compose an email message to be sent to all INYFC Board Members, voting and non-voting, for consideration. The email subject will clearly state the motion to be discussed. The email will begin with the motion clearly stated and highlighted followed by who is making the motion and all information provided.
3. Unless a specific time restriction is placed on discussion and approval of the proposed motion, an email motion will remain open for five business days or until passed or failed.
4. If the email motion does not have enough votes to pass or fail within the five business days, the motion will be considered stalled and be placed on the agenda for the next INYFC board meeting.
5. An email motion will be considered passed or failed when there is a clear majority (2/3 of the voting board members) of votes submitted for pass or fail.
6. It is the responsibility of the INYFC Secretary to update the INYFC Board Members through email as to the status of the votes. This includes who made the motion, who seconded the motion, who has voted for the motion, and who has voted against the motion. The Secretary is also responsible for sending an email declaring the motion passed, failed, or stalled.
7. Voting on email motions will follow the same guidelines as set forth in the INYFC Bylaws.
8. All INYFC Board Members must remember to reply to all when responding to email motions, whether the message is a discussion of the motion or a submission of a vote for or against.
9. It is the responsibility of all INYFC Board Members to maintain the checking of their INYFC email. The use of email motions and voting allows us to deal with things in a timely manner without taking up undue time at board meetings and to deal with issues that arise between meetings requiring immediate action.

10. If a motion is passed through email, the INYFC Secretary will document the motion and voting in the minutes of next board meeting in order to have the official records reflect the same.

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