

**2009**

**PRESIDENT:** Dennis Bryant  
**VICE PRESIDENT:** Todd Leavitt  
**SECRETARY:** Tom Walsh  
**TREASURER:** Ralph Labarge  
**REGISTRAR:** Lisa Mills



**P.O.BOX 3402**  
**CROFTON, MD 21114**  
**(410)721-9412**  
[www.croftonsports.com](http://www.croftonsports.com)

## ***BOARD OF DIRECTORS POLICY #09-1***

**ISSUED:** 01/12/09  
**EFFECTIVE:** 01/12/09

**SUBJECT: EMAILVOTING**

### **I. STATEMENT OF POLICY**

The Crofton Athletic Council will allow email voting regarding issues listed in the policy. All voting will be done per the provisions of this policy. Changes to the allowed voting items can be changed during a regular scheduled meeting.

### **II. PROVISIONS**

1. The email requesting a motion can be sent to the President or the entire Board. The President is obligated to make sure that all email addresses are correct. If it is believed that a Board member did not receive the motion, the President will send the motion to the effected member. The President will then set a time line for the motion. A typical guideline is as follows:
  - a. After motion at least 2 business days for a second.
  - b. After second 2 business days for discussion. Time can be extended for changes in the motion and/or further discussion.
  - c. After discussion 2 business days the President will call for a vote.
  - d. President will tally the votes and resend to Board members the results.
  - e. The results will be attached to the minutes at the next regular scheduled Board meeting.
  - f. A quorum for an email vote is two-thirds (2/3) of the sitting Board members.
2. The President will set the subject of the email and it should not be changed.
3. The President will put the motion in the email and it should remain at the top on any replies.
4. No motion, discussion or vote tally email should be sent to a non-Board member. CAC members may request meeting minutes that have the results.
5. Sending of emails during the discussion phase should be a "Reply All".
6. No discussion email should contain the prior email text (except for the original motion). If prior discussion point in needed during the discussion phase, place the point in quotes and name the quoted person in square brackets.
7. All motions, discussions and votes should contain the first and last name of the Board member.
8. If no vote is received from a Board member the vote will be counted as a "not voting" on the official vote tally.

### **III. EMAIL VOTING ITEMS**

1. The following items may be voted via email. The Board reserves the right to add items to this list at any time.
  - a. Meeting minutes.
  - b. Fee hardship waivers.
  - c. Amendments to approved budget.

**IV. DISTRIBUTION**

1. Distribution to all Crofton Athletic Council Board Members, Commissioners, and Coaches.
2. Publication on the CAC Web Site.

Signed: \_\_\_\_\_

Dennis Bryant, President  
BY VOTE OF THE BOARD OF DIRECTORS