

**Iowa Pupil Transportation Association
Policy/Procedures
Electronic/Email Voting for association business other than regular meeting business**

1. The Board President or Executive Committee will determine if an item of interest needs a vote of approval or acceptance.
 2. The President will develop a draft of a motion that needs to be addressed.
 3. The President will present the proposed motion of action to the entire Board of Directors.
- Note:** When responding to any voting or discussion email, Please, **respond to all** as a matter of transparency.
4. Once the proposed motion is presented to the board, there will need to be a 1st motion to accept.
 5. A second to accept the motion will then be needed.
 6. When the President receives a second to accept the motion, the President at his or hers earliest convenience, will announce the motion has been accepted by a second of acceptance.
At the time of announcement of the second, the President will assign a time stamp(9:45 am, 1/1/15)
At this time the President will announce a period of 24 hours for email discussions.
 7. If the discussion during this initial 24 hour period finds that the original motion is not acceptable or does not meet the needs of action, the President or Executive Committee may rescind/modify the original motion and the discussion continues until it is decided to take a vote or not vote on the motion at the end of this 24 hour period.
 8. Once a motion is called and a 1st motion to accept and a second motion to accept is received and the 24 hour period has expired, the President or Executive Committee may call for a vote of "Yes" or "No" on the motion.
 9. The President or Executive Committee will announce a time limit of 24 hours to the board members to submit a vote.
10. When that time period has expired, the votes will be tabulated. A simple majority of the 11 Board members will be needed to pass the item of interest.
 11. The President will vote on the interest item if a tie results from the voting process.
 12. After the votes are tabulated, the President will announce by email the results of the voting.
 13. The President will then instruct the recorder to archive the trail of motion, discussion and voting results for Board record and places in the minutes of the Boards action.