

Guidelines for Making Electronic Motions (eMotions) and Electronic Votes (eVotes)

It is noted that eMotions are not the preferred method of dealing with decisions and should be used with caution and only when absolutely necessary,

However, in recognition of the fact that Executive Board must make some decisions in a timely manner, and that Executive Board meetings occur every two (2) weeks, it is agreed that eMotions and eVotes will be considered formal votes for the Executive Board in the following cases:

- a) When a decision must be made due to a deadline which occurs before the next scheduled Executive Board meeting;
- b) To fill an Executive Board position in an interim manner;

Definitions:

Executive Board Members: Table Officers and Zone Officers of CUPE 2424

Chair: The President of CUPE 2424 is the Chair, unless she/he is absent, in which case, VP Internal will be considered Chair.

Quorum: One-third (1/3) of voting members.

Electronic Motion (eMotion): A formal proposal submitted by a Member of the Board, submitted via email, that the Board Members take action on. There should be no debate/discussion on a matter before an electronic motion (eMotion) regarding the matter has been made.

Electronic Vote (eVote): A formal vote submitted via email.

Second: The Member who seconds the eMotion.

Submitting an Electronic Motion (eMotion)

1. The Proposer discusses with another Member of the Board the details of the proposed eMotion in order to get agreement on the idea and to get consensus to be the Second for the eMotion.
2. The Proposer prepares an email message addressed only to the President (Chair) of the Board. **DO NOT COPY OTHER BOARD MEMBERS.**
3. Write the eMotion using the following format: " I move that..." (clearly describe the proposal using precise words of what the eMotion should be).
4. Provide a reply-by date, any deadline requirements associated with the proposal.
5. Provide the President with the name of the Member who is willing to second the eMotion.
6. Send the email to the President (Chair) of the Board. **DO NOT COPY ANY OTHER BOARD MEMBERS.** Wait for an email response from the President of the Board on the eMotion proposed.

Actions of the President (Chair) upon Receiving an eMotion

1. The President will forward the eMotion to the Secunder in order to get a "second" on the eMotion.
2. That Member should reply to the President that he/she seconds with eMotion. **DO NOT COPY ANY OTHER BOARD MEMBERS.**
3. When the President receives the "second", the President then addresses a NEW email to the Proposer that submitted the eMotion **AND** to all Board Members that an eMotion has been submitted, moved and seconded, and by whom. The President then re-states the eMotion using the exact words originally submitted by the Proposer.

Debating the eMotion

1. The President informs the Board Members that the eMotion is now open for discussion and debate. The President will provide a deadline (date/time) for all debate and discussion to be submitted. Deadline will be no more than two (2) business days or at the President's discretion.
 - a) **If there is Discussion** – Board Members must use "Reply All" email option with debate and discussion prior to the deadline provided by the President.
 - b) **If there is NO Discussion** – Board Members do not need to reply to the President's email message.
2. When there is no further debate/discussion or the debate deadline expires, all debate/discussion is closed.

Electronic Voting Process for an eMotion

1. President will address a new email message to all Board Members requesting an electronic vote (eVote) of YES or NO. The President will provide a deadline for all eVotes to be submitted. Deadline will be no more than two (2) business day or at the President's discretion.
2. To submit an eVote, each Board Member must reply **ONLY** to the President and "cc" the Recording Secretary email option. **DO NOT "REPLY ALL" AND DO NOT COPY ANY OTHER BOARD MEMBERS.**
3. When all eVotes have been submitted or the deadline expires, voting is closed. In the event of a tie, the President will cast the deciding vote.
4. The President will communicate by email to all Board Members the results of the eVote.
5. The Recording Secretary will record the results of the eVote in the CUPE 2424 Motions Log and forward the record of the electronic debate and discussion to the Union Office.