

CTM Electronic Discussion and Voting Standing Rule

Adopted June 5, 2018

1. When Board action is required prior to a scheduled meeting, electronic voting may be conducted in accord with the ORC 1702.25 requirement of written, unanimous consent, an affirmative vote of approval signed by all the trustees.
2. Any Trustee can make an official business motion that must be seconded before discussion that shall precede a vote.
3. The Secretary will post the motion on the Board's online space and cause all trustees to be notified at once by electronic means.
4. All discussion must follow the same email thread; other emails should not follow this thread.
5. Discussion: Three days will be allowed for discussion, unless all agree in writing to a shorter time frame. Discussion time can be extended by simple majority vote of all board members.
6. The mover sends a summary of points and reminder that the motion is before the Board the day before the vote is scheduled and again if the discussion period is extended.
7. Amendments: The mover may amend the motion, which if seconded, becomes the main motion. If another Trustee moves to amend, then the proposed amendment will be discussed and voted on.
8. When the Board is ready to vote, the mover ends the thread with the announcement that voting will commence under a new thread and state its subject line that will include the deadline for passage. Immediately thereafter, the same person will initiate the new thread, state the motion, and request each member to vote immediately. **The text shall include the requirement that a unanimous affirmative vote of all 15 Trustees is required for passage.** Trustees vote by sending replying to the thread with an email with stating "MOTION on xxxx." YES/NO/ABSTAIN". Approval requires unanimous consent, the affirmative vote of every trustee.
9. The Secretary will provide minutes of the electronic discussion and voting for approval at the next monthly CTM Board meeting.