

## **Procedure for e-mail voting for standing committees**

Faculty Senate By-Law VII. Committees

Item a. General Provision with Respect to Committees of the Faculty Senate

Proposed Par. 5

In lieu of an in-person meeting, e-mail voting is permitted for standing committees on certain issues. E-mail voting should be used for issues that do not require extensive discussion (i.e, non-substantive matters), or in extraordinary circumstances requiring a time-critical vote. Any member of a standing committee may move to submit a matter for e-mail voting by emailing all members of the committee and the Secretary of the University Faculty. The motion for e-mail voting requires the unanimous consent of all standing committee members. Any member wishing to veto the e-mail voting motion must do so within seven calendar days from the date of the motion. If the motion to proceed with e-mail voting is accepted, an e-mail vote requires a special quorum. The issue under consideration is approved only if a majority of the total members of the standing committee vote in favor of the issue within fourteen calendar days of the original motion for e-mail voting. If the issue does not receive a majority vote within fourteen days, the motion expires.