

## **Motions made by e-mail Policy**

Any motion made by e-mail must be voted on by Council within five days of the motion being sent out. Anybody not voting within that time will be considered as abstaining. The motion will then be forwarded to the president where he will make the deciding vote in the case of a tie, or he will announce if the motion is carried or defeated. Email motions can be tabled to next meeting by a majority vote. The results of the vote will be added to agenda for the next Council meeting for review and final approval before it is uploaded to our website, members only page. Any motion made by e-mail shall be kept on file, both electronic and hard copy. The file will consist of the motion, mover and seconder, and the results of the vote via an e-mail chain for verification.