



Oklahoma State Association of Health Underwriters (OSAHU)

Policy & Procedure

Policy Title: Electronic Meetings and Votes
Classification: Parliamentary
Policy Number: PP-003
Motion:
Seconded:
Dated Submitted: June 18, 2002
Dated Approved: November 19, 2002
Amended: January 20, 2009
Renewed: March 25, 2021
Sunset: March 25, 2024

PURPOSE: To establish guidelines for use of voting in *electronic meetings.

POLICY:

- PROCEDURE(S):**
1. Meetings via Teleconferencing shall be subject to the same guidelines (i.e. attendance, quorum, Rules of Order, etc.) as actual physical meetings in person.
 2. A vote of the full Board via email will occur only when:
 - A. A prior vote of the Board at a regularly scheduled meeting established that a vote would occur via email on a specific topic by a set date, or
 - B. A majority of the Executive Committee has voted to open the Board to Specific motion for a “virtual meeting” and discussion followed, if needed, by a vote by email; all within a specific time period.
 3. Only votes from voting Board members sent to the Secretary in the specified time frame will be counted. Voting members are asked to copy the Board on their vote.
 4. The Secretary will tally the votes and report the votes via email, giving each Board member’s vote status.

* For the purpose of this P&P, the term Electronic shall refer to either email or teleconferencing.

Carrie Cox

President

Kelley Harmon

Secretary