

FLORIDA AIRSTREAM CLUB POLICY MEMBERSHIP ELECTRONIC VOTING

- 1. Scope:** The intent of this Florida Airstream Club policy is to detail the Club requirements and process for conducting electronic voting for the Club's regular membership in support of a vote being held at a Club business or special meeting. This policy implements the Club's Constitution electronic voting requirements defined in Article VI, Section 3, Meeting Ballots.
- 2. Membership Electronic Vote Determination:** Under normal circumstances, the election of the Executive Board, amendment of the Club Constitution or other topics requiring membership approval can be held at the Club's annual business or a special business meeting and approved by the members in attendance at the meeting. The Executive Board may choose to have a full membership electronic vote in support of a Club business or special meeting when they determine the issue has significant and broad-based Club impact or it is anticipated that the requirements for a quorum will not be met during the meeting. When the Executive Board has determined that a vote by the full membership is required the process defined below shall be followed.
- 3. Member Voting Eligibility Determination:** Membership voting eligibility is defined in the Club's Constitution, Article III, Section 8, Voting Rights. Additionally, for electronic voting, only Club members identified on the International roster are eligible to participate in electronic voting. Any member who wishes to vote electronically must have a email address identified on the International member roster to facilitate their voting by electronic ballot. It is the members responsibility to maintain current email addresses on the International member roster.
- 4. Request for a Membership Vote:** Upon Executive Board approval of an electronic membership vote the Recording Secretary shall be provided by the vote requestor the following material, at minimum, 30 calendar days before the business meeting vote is to be conducted:
 - A. The date of the planned business meeting vote.
 - B. A clear statement defining the reason for the vote and detailed information about the issue or document to be voted upon for distribution to the membership.
 - C. When voting includes the approval of a Club document, a password protected control document(s) in modifiable format and a password protected PDF of the control document(s).
 - D. When a reference document(s) is required to support the memberships decision either a password protected PDF or its website location on the Club's official website shall be provided.
 - E. The password for all control and PDF documents provided.
- 5. Member Roster:** The Recording Secretary shall obtain a dated official roster of the Club's regular members from International. The roster shall be requested not later than 25 calendar days before the planned business meeting voting date. Upon receipt of the roster, it will be considered the only source of member information for distribution of the voting information and electronic ballots for the prescribed vote. A membership email list shall be prepared in preparation to send the Voting notification and ballot to the membership by the Recording Secretary with support from the Trustee as needed.
- 6. Voting Notification:** Regular members of the Club with email addresses, per the dated International roster, will be notified by email by the Recording Secretary at least 20 calendar days prior to the planned business meeting vote. The notice shall contain detailed information about the issue and any password protected PDF document(s) to be voted upon. If any document(s) other than the document(s) to be voted upon is required by the member to make their determination it should either be provided in password protected PDF format either in the email, or its web location identified on the Club's official web site.

7. **Ballot:** The member ballot shall be emailed by the Recording Secretary using the same International dated member list on the same day as the voting notification using either Google Forms or SurveyMonkey as the balloting tool. The ballot shall include the date the ballot must be completed and returned for the ballot to be counted, as determined by the 15th calendar day from the ballot send date. Ballots received after midnight on the 15th day deadline shall not be considered in the results.
8. **Voting Results:** The Recording Secretary with assistance from a Club Trustee assigned by the President, shall tabulate and verify the ballot results and prepare a report indicating the total number of votes received and both the total number of negative and positive votes prior to the planned business meeting. The Recording Secretary and Trustee shall keep the ballot results confidential until after the business meeting vote has been completed. The voting results report shall be shared at the meeting immediately after the meeting vote is completed, reference the Club Constitution, Article VI, Section 3, Meeting Ballots. The results of both the meeting votes and electronic votes shall be merged to determine if a quorum has been met and the overall voting result.
9. **Electronic Voting Archive:** The Recording Secretary shall archive a record of the electronic voting material, international dated membership roster used, ballot records and ballot report in the Club's administrative records. The business meeting minutes shall reflect the overall ballot outcome.
10. **Document Archive and Posting:** If a Club document was approved, as a result of the voting, it shall be annotated by the Recording Secretary indicating its approval date, approval method(s) and location of approval. A new PDF of the control document shall be created reflecting the approval information. Both the control document and PDF shall be password protected and forwarded with in 3 business days of approval to the Webmaster for archive and posting on the Club's website. A record of the password(s) shall be maintained in the club administrative archive. The PDF version of the document should be posted on the Club website by the Webmaster for view by Club members with in 5 business days of approval.
11. **International Document Review:** Should the Club Constitution or ByLaws be amended, the individual requesting the vote shall obtain a PDF version of the document from the Club website and route it to the International Constitution and ByLaws Committee for review not later than 10 business days after the document was approved.
12. **Attachment 1:** Membership Electronic Voting Flow Chart

This Florida Airstream Club Policy was approved by the Executive Board by electronic ballot on June 14, 2021.

Attachment 1 Membership Electronic Voting Flow Chart

