

## GUIDELINES ON ELECTRONIC VOTING

4/11/16

The Faculty Code does not currently specify a policy clearly nor have written procedures. However, our guidelines follow Robert's Rules of Order procedures addressed to electronic voting/mail votes, etc. . Here are some of the suggestions I can provide for our office uses:

\*The by laws should include a statement allowing electronic voting & when electronic voting may occur (v. in-meeting voting)

\* Openness: raising hands, etc. in a meeting is open , paper ballots or electronic votes are not open in the same way but should be subject to verification

\* A vote should not be a mix of in-person and electronic voting. The same format, the same question, the same timeline.

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