**Voting Procedures**

BMS PTO

Position Votes:

1st Vice Presidents of Fundraising 2 votes (one each)

2nd Vice President of Budget 1 vote

Membership and Community Support 1 shared vote

VIPS 1 shared vote

Publicist 1 shared vote

Treasurer 1 vote

Secretary 1 vote

Parliamentarian 1 vote

Staff Appreciation 1 shared vote

Principal 1 vote

Staff Rep 1 vote

- President only votes in the case of a tie or by ballot

- Shared votes, if voters conflict, vote will not be counted

Approvals:

- All expenditures over $1000 will require discussion and approval of board.

- Any expenditure/concept requiring approval should be on the agenda prior to meeting

- If you have info that needs to be reviewed, please send prior to one week before

meeting date

- Draft agenda will be a sent one week in advance with financials and minutes from

previous month

Voting Procedure:

- There will be discussion offered prior to vote during meeting

- President will call for a vote\* with the following procedure:

1) Acknowledge/request a motion be a board member

2) Acknowledge/request a second motion by a different board member

3) Request an actual vote for those in favor and opposed.

- Motion passes is when ½ the members present + 1 votes in favor

\*A quorum must be present in order for a vote to take place. With 12 voting positions, we need 7 voting positions present to vote (president is not included in this number)

**\*\*E-VOTE procedures on reverse side\*\***

E-vote:

An E-vote will take place when an approval is time sensitive and needed before next meeting date

- President will send information via email to all board members

- There will be a 24 hour period of discussion

- President will call for a motion, followed by a second, and will ask for an immediate vote

- Board members will reply TO ALL with their vote

- Parliamentarian will keep track of votes

- Board will be notified of the outcome by the President;

- Secretary will take minutes and submit for approved at the next board meeting