

	<b>FMCA POLICIES AND PROCEDURES</b>	INDEX NO. <b>2015</b>	APPROVAL LEVEL <b>GB</b>
	SUBJECT <b>Governing Board Voting Procedures</b>	EFFECTIVE <b>7/08</b>	SUPERSEDES <b>7/03</b>
		SPECIAL DISTRIBUTION	

**POLICY**

Each voting member of the Governing Board is provided one vote regarding each motion brought before that body for a vote.

**PROCEDURE**

Voting Procedures -- General

1. Each voting member of the Governing Board is entitled to one vote in all proceedings of the Governing Board.
2. Voting may be by mail ballot, written ballot, FMCA voting credentials, rising vote, or roll call. Voting may be by written ballot if requested by a Governing Board member or when required by the Bylaws. A member of the Governing Board may request the results of any vote be distributed or published in the minutes or report.
3. A chapter president may request, in writing of its Area Vice President, the individual written voting record of its national director. The national office will report the voting record directly to the chapter president.

Mail Balloting Procedure

1. To permit adequate time for study of the resolution, thirty days shall be allowed between the date of mailing the notice of a mail ballot and the final postmarked date by which mail ballots are to be returned. The final date upon which mail ballots are to be returned shall be stated in the notice.
2. The Secretary shall prepare and sign the notice of a mail ballot. This notice shall be countersigned by the President.
3. A ballot shall accompany the notice with a pre-addressed, postage-paid, return envelope. All returned ballots must be signed. Unsigned ballots will not be counted.
4. The notice shall also contain the date on which the tabulation of the ballots is to be conducted. This date shall be at least ten days after the final postmarked date for returning the ballots. The President shall designate the time and place for the tabulation and shall designate FMCA's Certified Public Accounting Firm to receive and tabulate the ballots. Said firm shall notify the Secretary, or his or her designee at the national FMCA office, immediately of the numerical voting results of the tabulation. The Secretary shall send, or cause to be sent, a notice of the numerical results of the mail ballot to the Governing Board. The chapter's individual voting results shall be forwarded to the national office for file.

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5. All mail ballots received shall be preserved at FMCA's Certified Public Accounting Firm until the next regular meeting of the Executive Board, at which time the Executive Board shall decide on whether to preserve the ballots for an additional period of time or have them destroyed.