

Voting Policy

Version 1.6 / Last Amended 09/17/2025

- I. Throughout this policy, the term 'Board Member' refers to the elected NAIGC Board Members plus the Director of Operations
- II. Where Voting Occurs: All board-level votes must happen during board meetings where the quorum is met. If an item has been delegated to another body, then it is no longer at the board level.
 - A. If a Board Member cannot attend the meeting, they may not allow someone else to vote by proxy, even another Board Member.
 - B. The quorum is set at $\frac{2}{3}$ of all active Board Members. If a present Board Member recuses themselves because of a conflict of interest and leaves a meeting, they are still counted in the quorum. If a present Board Member abstains from a vote, they are still counted in the quorum.
 - 1. If a Board Member cannot attend the board meeting, they are expected to promptly notify the meeting host so the meeting can be rescheduled if a quorum is not going to be met.
 - C. Exceptions to having the vote during a meeting are:
 - 1. If an item is approved outside a meeting by unanimous written consent excluding recusals. It is recommended to ratify any action that had been taken by unanimous written consent.
 - 2. Anonymous elections.
- III. Announcing a Vote
 - A. All items to be voted upon during a board meeting will be included in the board agenda, to be distributed to the board no later than one week before the meeting.
 - 1. The Officers may call an emergency meeting/vote in extenuating circumstances only. This type of meeting waives the requirement that the agenda must be sent out one week beforehand; however, best faith efforts will be made to give as much advance notice as possible.
 - B. To keep the meeting efficient, the meeting host may arrange and distribute a consent agenda along with the board agenda.
 - 1. Items may be placed in the consent agenda to combine routine votes into a single item. When the consent agenda is approved, all items inside the agenda are approved.
 - 2. If any Board Member requests that an item be removed from the consent agenda, it must be removed. Any reason is sufficient to remove an item.
 - 3. Once the item has been removed, the meeting host may decide to discuss the item at the current meeting or table discussion at a later meeting.
- IV. Voting Mechanisms

- A. Approval: For a single item, Board Members can vote yes, no, abstain, or recuse themselves from the vote. An item is approved if the number of approves is greater than the number of disapproves.
 - B. Multi-Item: In the case of selecting one option out of many, the following procedure will apply
 - 1. Board Members will rate the options from 1-5, abstain, or recuse.
 - 2. The scores of each option are averaged and the highest scoring option is selected.
 - 3. The President will break any ties except as specified in the Officer Election Policy
 - C. Election: Voting to fill an officer position, committee chair position, and Director of Operations appointment and confirmation
 - 1. In an election, Board Members may choose to vote on a candidate or abstain.
 - 2. Eligible Voters
 - a) Director of Operations: Votes are collected anonymously and $\frac{2}{3}$ of all active elected Board Members must cast a vote during the voting period for the result to be valid.
 - b) Committee chair position: Votes are collected anonymously and $\frac{2}{3}$ of all Board Members assigned to a committee must cast a vote during the voting period for the result to be valid.
 - 3. If there are one or two candidates running, one candidate must receive votes from a majority of all active Board Members to win.
 - 4. If there are more than two candidates running, voting will occur the same as a Multi-Item Vote (see section B).
 - 5. Tie-breaking procedure
 - a) Officer position: In the case of ties, defer to the Officer Election Policy.
 - b) Director of Operations Appointment and Confirmation: In case of ties the position is not appointed or confirmed.
 - c) Committee chair position: Ties will be broken by the ranking officer (as defined in Leadership, Powers, and Duties Policy) serving on the committee. Nomination Committee Chair ties will be broken by the highest ranking officer who is not up for reelection.
 - 6. If the vote does not result in the successful election of an officer, Director of Operations, or committee chair, nominations for that officer position or committee chair position will be reopened and votes recast.
- V. Documenting a vote
- A. The results of all votes should be documented in the board meeting minutes and the voting record. Items approved by unanimous written consent should be documented in the voting record.
 - B. Those who vote or abstain may choose to file a written comment with the Secretary before adjournment or shortly after the meeting. This comment will be made public along with the voting record and the vote upon the item.

VI. Amendments

A. This document may be amended by the NAIGC Board.