

# Virtual Voting Guidelines for the LITA Board of Directors

Drafted by the LITA Bylaws and Organization Committee  
March 2019

## Background

The LITA Board of Directors is conducting more business online than ever before. The Board needs clear guidelines on how to properly conduct online votes to make decisions between meetings, yet maintain the ability of all board members to contribute their ideas and opinions before the decisions are finalized.

## Guidelines

### Motions and discussion

Generally, a **new motion** should be posted in a new Connect thread, separate from any previous discussion. This will reduce confusion over what exactly is the motion on the table. The second and ensuing discussion should follow in the same thread. Any preceding discussion threads on the motion topic should be linked as reference in the motion thread.

**If the bulk of the discussion comes before the motion/second (as is often the board's practice), we still must leave time for discussion before voting.** This ensures all board members have time to notice and consider the motion prior to the vote. The recommended timeframe for discussion is:

- Non-urgent matters: 5 business days
- Urgent matters: 1-2 business days

For any motion, if any voting board member appears to be missing from the discussion, the President should be prepared to directly contact said board members to ensure they are aware of the motion and impending vote. This is especially true for urgent matters.

If **a motion is amended**, the person making the amendment should start a new Connect thread with the amended motion. Again, this keeps the motion discussions separate and reduces confusion on which motion is on the table. Any preceding discussion threads on the original motion should be linked as reference in the amended motion thread.

## Voting mechanism

The board will use the **LITA Docs site** (<https://docs.lita.org/>) to conduct the vote. The vote is set up by the Executive Director at the direction of the President. If the Executive Director is unavailable to set it up in a timely fashion, the vote will be set up by another member of the LITA staff.

## Time frame for voting

The voting time frame is set at the discretion of the President and must be specified for each online vote. The recommended time frames for voting are:

- Non-urgent matters: 5 business days
- Urgent matters: 1-2 business days

## Majority vs. unanimous

By default, online votes require a simple majority to pass, just like they do in person. That is six (6) out of eleven (11) “yesses” from all voting members of the LITA Board.

**Exception:** If individual names will be signed to a public document, such as with a public press release or statement, the vote must be unanimous. The non-voting members (LITA staff, Parliamentarian, FAC Chair) must also approve of signing their names. They may do this in the course of the discussion, but if not, the LITA President should contact them directly for confirmation.

## Finalizing the vote

The President makes the final call on whether a motion has passed or not. The Parliamentarian can assist in monitoring this, but the President is ultimately responsible for it, just like in person.

Once the vote is finalized, the Parliamentarian should prepare and submit an agenda item, including the motion and the voting results, for the next board meeting for inclusion in the consent agenda. This ensures the virtual vote is officially recorded in the board minutes for historical purposes, and adheres to current practices for recording motions/votes that occur during board meetings.

## Step-by-Step Instructions

Step	What	Who
1	Start a new Connect thread with your topic of discussion.	Any board member
2	If the discussion results in an action item, start a new (second) Connect thread with a motion. Include a link to the previous Connect thread (Step 1) as reference.	Any voting board member
3	Second the motion in Step 2.	Any voting board member besides the one who made the motion
4	Allow time for discussion on the motion. <ul style="list-style-type: none"> <li>• Non-urgent matters: 5 business days</li> <li>• Urgent matters: 1-2 business days</li> </ul>	Any board member
5	If there is an amendment to the motion, go back to step 2.	Any voting board member
6	Call for the vote to be set up in the LITA Forms site.	President
7	Set up the vote and provide a link in the Connect motion thread (Step 2).	Executive Director or their delegate
8	Set a deadline for the vote and post the deadline in the Connect motion thread (Step 2). <ul style="list-style-type: none"> <li>• Non-urgent matters: 5 business days</li> <li>• Urgent matters: 1-2 business days</li> </ul>	President
9	Cast your vote at the LITA Forms site.  <i>(If individual names will be signed to a public document as a result of the vote, indicate approval of signing your name.)</i>	All voting board members  <i>(All non-voting board members)</i>
10	Finalize the vote and declare the motion as passed or failed in the Connect motion thread. The tally of how each board member voted should be included for the historical record.	President

11	Submit the vote information (motion and voting results) as an agenda item for the next board meeting for inclusion in the consent agenda.	Executive Director or their delegate
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*Rev. 2019-05-29: Changed Step 11 responsible party from Parliamentarian to Executive Director to align with current practices.*