**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