**TO:** PLA Board of Directors

**RE:** **Virtual Voting Guidelines for the PLA Board of Directors**

**DATE:** May 24, 2019

**ACTION REQUESTED/INFORMATION/REPORT:**

ACTION

**ACTION REQUESTED BY:**

PLA Board

**DRAFT OF MOTION:**

That the PLA Board approve the Virtual Voting Guidelines as presented in document 2019.98.

**Virtual Voting Guidelines for the PLA Board of Directors**

To be Approved by the PLA Board of Directors

June 2019

**Background**

The PLA Board of Directors has and will continue to conduct association business online, including casting votes. The board needs clear guidelines on how to properly conduct online votes to make decisions between meetings, while also maintaining the ability of all board members to contribute their ideas and opinions before the decisions are finalized.

**Guidelines**

**Issues which may be voted on virtually**

A motion, which may lead to a vote, can be posted (see below) regarding any issue that arises between in person meetings and is time sensitive such that waiting for an in person vote at a board meeting may have negative consequences for PLA.

**Motions and discussion**

A new motion should be posted in a new thread in the PLA Board of Directors Community on ALA Connect, 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.

The individual posting the new motion should recommend when posting it whether the matter is considered urgent or non-urgent. The PLA President and Executive Director will review the motion and either confirm the recommendation or declare otherwise. This critical step will establish for board members the speed with which they need to review and discuss the motion.

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

The PLA President and Executive Director will monitor discussion to ensure all board members are participating and contact board members as needed to confirm they are aware of the motion and impending vote.

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 PLA Docs site (https://docs.PLA.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 PLA 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 versus 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) affirmative votes from all voting members of the PLA Board of Directors.

An exception will occur if, as a result of the motion passing, individual names will be signed to a public document, such as with a public press release or statement. In such cases, the vote to pass must be unanimous.

**Finalizing the vote**

The President makes the final call on whether a motion has passed or not.

**Recording the vote for posterity**

Once the vote is finalized, the Executive Director 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.