**PROPOSED**

**MPART CAWG VOTING PROCEDURES**

**BACKGROUND**

Non-profit organizations have by-laws approved by the members and usually use Robert’s Rules of Order to conduct board business meetings or member annual meetings.

Because the MPART CAWG does not have written by-laws, the CAWG can decide on the voting procedure it will use for motions made by CAWG members during CAWG meetings.

Because CAWG members are located throughout the State of Michigan, rather than at a single location, it is not possible to conduct in-person meetings.  Therefore, CAWG member meetings are held virtually.

It is difficult to specify what constitutes a majority vote by the members, when the number of members present at a CAWG meeting varies significantly from one meeting to another.  Currently, as of May 2022, there are 35 CAWG members, but only between 1/3 to ½ of the members attend any given CAWG meeting, thereby making it difficult to implement Robert’s Rules of Order and to make decisions if the definition of a quorum is set to be some arbitrary fixed fraction of CAWG membership.  (CAWG members eligible to vote are those members who submitted applications for review by MPART and were accepted by MPART.  Two CAWG members per county in the state are accepted by MPART.)

The Voting Subcommittee recommends that a quorum for CAWG voting will consist of CAWG members present at any given CAWG meeting, which implies that the quorum will likely change from meeting to meeting.

Proxy voting will be permitted for a member to send a proxy request to another member to vote for them at the meeting if they are unable to attend. The proxy vote request would need to be submitted by email from the absent member to the attending member and a leadership member (Sandy Wynn-Stelt, Rick Rediske or Mary Blanchard) no later than two hours before the meeting.  The attending member would state at the beginning roll call that they will be voting by proxy for the absent member, and again when the vote is taken by voice roll call.

**PROPOSED VOTING PROCEDURE**

The proposed CAWG Voting Procedure is as follows:

**Step 1:** A Member interested in making a motion raises their hand virtually (in a Microsoft Teams or Zoom meeting) and is recognized by the Chair

**Step 2:** The Member proposes (makes) their motion

**Step 3:** Another member seconds the motion, or, if there is no second, the motion is not accepted and not discussed further.

**Step 4:** If the motion is seconded, the Chair re-states the motion to CAWG members present at the virtual meeting

**Step 5**: The CAWG members discuss the motion.

**Step 6:** After discussion is completed, the Chair calls for a roll call voice vote on the motion by CAWG members present at the meeting.

A Majority Vote: means more than half of the votes cast (not counting members who abstain) by members present at a CAWG meeting are in the affirmative (“Yes”). This will be used in almost all CAWG votes except in instances such as stated below for 2/3 Vote.

2/3 Vote: means at least two-thirds of the votes cast by members present at a CAWG meeting are in the affirmative (“Yes”). It is expected this option would be used rarely, such as voting to disband the CAWG, a vote of no-confidence in leadership or removing a leadership member for cause.

Abstain/Recuse: members who abstain or recuse from a vote at a CAWG meeting are those who choose not to vote on the motion or issue.

Tie vote: means equal number of affirmative (“Yes”) and negative (“No”) votes and the motion is not adopted since it is not a majority or two-thirds vote.

**Step 7:**  The Chair announces the result of the vote on the motion.