

## BCC VOTING PROCEDURES

Unless your board's enabling legislation states otherwise:

1. **Definition of a Quorum**: A quorum is a simple majority of the authorized voting membership of a board. Even when voting positions on the board are vacant, the quorum does not change. If a quorum is not present at a meeting, a binding vote may not be taken.
2. **Quorum of the Full Board Must Vote**: A quorum of the voting members of the full board must vote on all formal actions, including approving correspondence and other documents sent on behalf of the board. A subcommittee may not vote in place of the full board.
3. **Voting by Email**: At this time, voting by email or by any other online electronic means is not permitted.
4. **Voting by Conference Call**: Occasionally, when a voting member cannot attend a meeting in person, that member may attend by conference call. A member may vote on an issue if he or she has been part of all discussions pertinent to the issue preceding the vote at that meeting.
5. **Voting by Proxy**: Voting by proxy is not permitted.