

## AIPLA COMMITTEE VOTING GUIDE

MAIN POINTS	DETAILS
<p>Any action recommended to the AIPLA Board of Directors Requires a Committee vote as part of a proper report.</p> <p>(AIPLA Bylaws, Article VIII, Sec. 4)</p>	<p>See Tab 4 to learn how to prepare a Resolution for presentation to the Board of Directors.</p>
<p>A valid vote of the Committee requires votes by a majority of a quorum of active voting members.</p>	<p>A vote that does not meet these standards can still be submitted, but the Board will consider this fact in its deliberations.</p>
	<p>Eligible voters – all current active voting members of the Committee (i.e. not an information only member. AIPLA Bylaws, Article VIII, Sec. 1).</p>
<p>A quorum for a Committee vote is &gt;50% of the active voting membership of the Committee.</p>	<p>A quorum (for purposes other than a meeting) is determined by taking the sum of votes by active members for, against, and abstaining from the Resolution, divided by total number of active voting members on the Committee.</p>
	<p>The current AIPLA computer membership list should be consulted for the number of current active voting members, for calculation of the number constituting a quorum.</p>
<p>Tips for obtaining a quorum:</p>	<p>Prepare the voters and get their views in advance of the vote by:</p> <ul style="list-style-type: none"> <li>• conducting a discussion at a live Committee meeting at an AIPLA Stated Meeting</li> <li>• circulating a proposed Resolution by email for comments, through the Lyris List, or using your Committee’s Discussion Groups</li> <li>• announcing and conducting a conference call, in advance of the actual communication soliciting a vote.</li> </ul>
	<p>For most Committees, an email vote is the best way to obtain a quorum.</p> <ul style="list-style-type: none"> <li>• Few live Committee meetings are attended by a quorum of active voting members.</li> <li>• Mail and telephone conference calls are too inflexible and expensive.</li> </ul>
	<p>Allow 2–3 weeks for the vote if possible. Allow more time for voting when many people are likely to be vacationing.</p>

	<p>Several communications will generally be needed to get to a quorum.</p> <ul style="list-style-type: none"><li>• Rule of thumb: three emails over more than a week, with the second marked “SECOND NOTICE” and the third marked “THIRD NOTICE” in the subject line, will usually yield a quorum.</li><li>• Don’t send a “FINAL” notice or set a hard deadline, unless you already have a quorum or are prepared to contact reluctant voters by phone.</li><li>• Don’t pre-announce how long the polls will be open; if the deadline is not imminent, your message will be passed over and forgotten by many.</li></ul>
	<p>The subject line of each email should be as short as possible, but should make clear that this is a vote solicitation, not junk email or information.</p> <p><i>e.g.</i> “VOTE on fee reduction proposal.”</p>
	<p>One suggestion for a more friendly voting process is to send subsequent emails only to those who have not yet voted. That way, those who vote promptly get the fewest emails.</p>
	<p>Telephone follow-up is sometimes used, but it is time consuming to execute on a substantial scale.</p> <ul style="list-style-type: none"><li>• This is best used if you are already approaching a quorum.</li></ul>
	<p>As Chair, you have the power to remove persistent non-voters from active voting status to “information only” status.</p> <ul style="list-style-type: none"><li>• The following language establishes this policy:</li></ul> <p>Committee Chairs shall indicate in any request for a vote or other action by a Committee’s active voting members that a repeated failure to respond may result in an active voting member’s being moved to “information only” status. After two successive failures of an active voting member to respond to a request for a vote or other action, the Committee Chair shall have the discretion to reclassify that member as an “information only” member for the remainder of the Committee year. A Committee member who has been reclassified from “active voting” to “information only” status in the prior Committee year shall not have the option to choose “active voting” membership status for the next Committee year, except with the approval of the Committee Chair.”</p> <p>(Past Action #830–29 Board of Directors Meeting – March 14, 2002)</p>

Handling the details	<p>Send the email vote solicitations via the Committee communication function of the AIPLA website to a current list of active voting members.</p> <ul style="list-style-type: none"> <li>• “Information only” members provided with a ballot often will vote, and you will then need to sort these invalid ballots out of the mix.</li> <li>• Use the website email so you have the best and most current list at any given time.</li> </ul>
	Put the Resolution in the text of the email, so those using a Blackberry or other portable device that is not attachment-friendly can review and vote on the Resolution.
Tabulating the vote	For a modest-sized Committee, ballots can be return emails to the Chair indicating the vote.
	<p>For a large Committee or a complex vote, you can use the AIPLA email survey function. There are two ways to call for votes. If you use your Lyris List (comprised of Active Voting AND Information Only) you’ll need to have the survey set up to verify voters (they need to log in) and tabulate the results. You can also request that the call for votes be emailed only to your Active Voting Members. In this case, the survey can be set up as a “hot link” that does not require a log-in step. Set this up with AIPLA staff. They will either provide you with the link and appropriate log-in language to place in your email sent via the Lyris List, or they will send the email for you to your Active Voting Members.</p> <ul style="list-style-type: none"> <li>• Advantage – avoids a LOT of clerical work.</li> <li>• Disadvantage – it may be harder to reach a quorum, because individuals are required to cast their vote using the survey method as opposed to simply replying to the email.</li> </ul>
	<p>The result (whether the Resolution voted on carries or fails) is based on the proportion of yes to no votes, without considering abstentions except in determining whether a quorum participated.</p> <ul style="list-style-type: none"> <li>• For example: in a Committee with 100 active members, if 23 vote yes, 22 vote no, and 11 abstain—for a total of 56 votes—then there is a quorum (56 votes), and the Resolution carries by 23 to 22.</li> </ul>