

RWU Executive Board Voting Policy

PURPOSE

This document will outline the approved voting methods by the RWU Executive Board.

POLICY

1. **Quorum.** A majority of the Executive Board must participate for a vote to be taken.
2. **Approval requirement.** The Executive Board will try to reach consensus. A motion must be passed by a majority of the Executive Board in order to be approved.
3. For all votes, a motion must be made, seconded, and voted upon.
4. **Formal Voting.**
 - a. This is required when voting on anything related to the RWU budget. This includes voting on the annual budget or changes to the annual budget. It also includes allocating resources to individual events beyond what has been previously authorized by the Executive Board. It also includes details on how funds in approved budget categories are spent (i.e. what swag to buy, what grievance to take to a ULP, etc).
 - b. A formal vote is also required when approving a new policy or a change of policy.
 - c. **Ways to vote:**
 - i. **In person.** If the Executive Board is meeting in person, voting will occur by a show of hands for and against the motion. The tally shall be recorded by the Secretary. If the Secretary is absent, the vote will be recorded by the President.
 - ii. **Virtually.** If the Executive Board is meeting virtually, voting will occur by use of a poll in the virtual meeting software. A screenshot of the poll results will be recorded by the Secretary.
 - iii. **Email.** A vote may be taken by email. An email from the President (or Vice-President if the President is unavailable) will be sent to all members of the Executive Board. A motion is passed if a majority of the Executive Board replies to the President approving the motion. The email responses will be saved as pdfs and given to the Secretary to record.
 - iv. **Slack.** A vote may be held on Slack using the Executive Board channel. The President (or Vice-President if the President is unavailable) will post the motion. Voting will occur by the use of thumbs up or thumbs down. A screenshot of the vote will be taken by the Secretary and recorded.
 - d. If a vote is taken outside of the regularly scheduled Executive Board Meeting, a summary of the motion and vote will be recorded in the minutes of the next Executive Board meeting.
5. **Informal Voting.** For all other issues that arise, an informal vote can be used. In an informal vote, all voting options from #4.c can be used, but a vote does not need to be documented or presented at the following Executive Board meeting. The Secretary

Assigned: 10/1/2026 Presented: 10/7/2026

Voted into Effect: 10/07/2026 (8 yea; 0 nay)

should still record the motion, 2nd and the number of people voting for and against the motion.