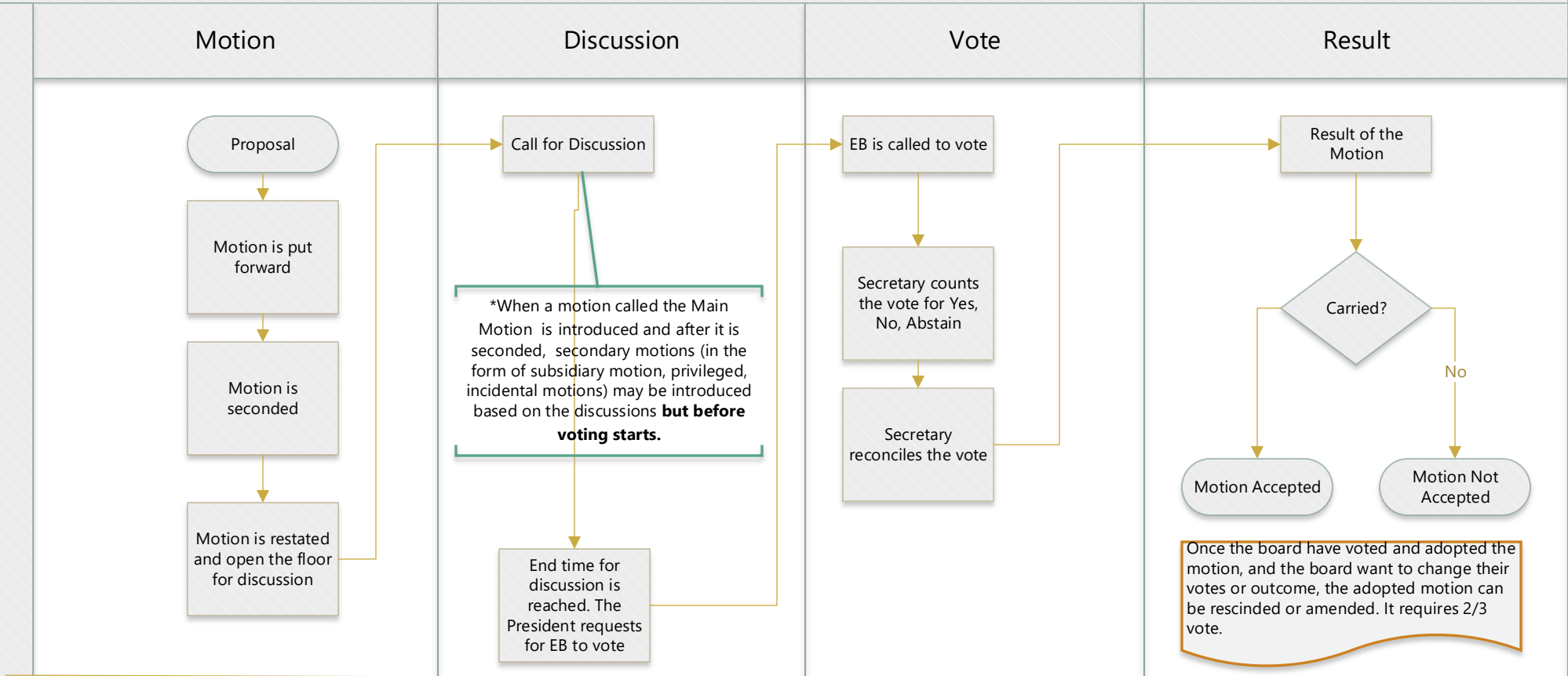


# Robert's rules Quick Guide during Vote via Email



## Recommendations

<p>Adoption via use of email/text</p> <p>Provide clear timeline for start and end of discussion; clear timeline on when voting starts and ends</p> <p>Email distribution; Do we use group chat/text to give EB heads-up to check email?</p>	<p>Use Moodle as a tool to facilitate the discussion vs. email; Moodle costs around \$350/year.</p> <p>Do we use chat/text to remind EB start and end of Discussion timeline?</p>	<p>Use Doodle Poll to vote</p> <p>Do we use chat/text to remind EB start and end of Voting timeline?</p>	<p>Robert's rule process is followed regardless it is a F2F or electronic discussion. Existing P&amp;P covers process for General Assembly.</p> <p>The premise is that Robert's rule is observed during EB meetings. I would recommend to adopt a policy to facilitate vote via electronic format as this will be our new normal in combination with virtual meetings.</p>
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