

# Voting Process

1. Motion
2. Second
3. Discussion
4. Vote
  - a. Aye
  - b. Nay
  - c. Abstentions

## *Formal Voting Process*

Think of this as the “motion - second - discussion - vote” process. The formal vote process can be used anytime.

1. The Chair will state what the members are being asked to vote on
  - a. Example: “The motion is to approve that all voting members must dance the hokey-pokey when the meeting is adjourned”
2. The Chair will ask a voting member to motion for a vote
3. Upon hearing a motion, the Chair will ask another voting member to second the motion
4. The Chair will then ask if there is any discussion on the item
  - a. If a voting member wants to change, or amend, the motion, **the amendment must be motioned, seconded, discussed, then voted on before the original motion may continue to a vote**
5. Once discussion is complete, the Chair will call for a vote
  - a. The Chair will ask for all those in favor (e.g. “All in favor, say aye”)

- b. The Chair will ask for all those opposed (e.g. “All those opposed, say nay”)
  - c. The Chair will ask for any abstentions (e.g. “Any abstentions?”)
- 6. The Chair will announce the results of the vote by saying “Motion passes” or “Motion fails.”
- 7. In the minutes, make sure to record the person who motioned and the person who seconded as well as the outcome of the vote (passed or failed)
  - a. You do not need to record the number of “ayes” and “nays.”

## *Unanimous Consent Voting Process*

Unanimous Consent is a quicker way to vote than the formal voting process but ***should only be used for administrative or mundane motions where you expect no one to make objections (such as adjourning the meeting). If you are unsure whether the unanimous consent process is appropriate, then use the formal voting process.***

1. The Chair will state what the members are being asked to vote on and ask if there are any objections.
  - a. Example: “Does anyone object to adjourning the meeting?”
2. After a brief pause, if no objections are raised, the Chair will state the motion passes
  - a. Example: “Hearing no objections, the meeting is adjourned at X:XX pm”
3. If an objection is raised, the Chair will move the vote to a formal voting process by restating the motion and asking for members to motion, second, discuss, and vote.
  - a. See Formal Voting Process above for next steps.

## *Meeting Minutes Approval*

Approving the meeting minutes is treated a little differently than other votes. Approving the minutes is a process to find out if anyone would like to make changes to the minutes. No one can object to publishing the minutes and no one can object to approving the minutes without providing a change. So, if during the approval of the minutes someone raises an objection, they must provide a reason why.

Each change raised by a voting member must be voted on. Feel free to use either the unanimous consent or the formal voting process to handle the changes. Once all changes have been approved, you can ask if there are any further changes. If none are offered, you can say that the minutes are passed “as written” (if no changes were made) or passed “with changes.”