

POLICIES AND PROCEDURES

Administrative Uniformity Committee (AUC)

1. Policy

011

2. Policy Title

AUC Electronic Voting

3. Purpose

This policy and procedure documents the process that will be followed when an electronic vote is necessary for the AUC Operations Committee, Technical Advisory Groups (TAGs) and work groups.

4. Organizational Scope

This policy and procedure applies to all members of the AUC Operations Committee, TAGs and work groups.

5. Policy Statement

All votes may be conducted electronically by email.

- 5.1 A quorum is automatically met with an electronic vote because the AUC Operations primary and secondary voting members, TAG or workgroup members receive the voting notification. The electronic votes will be conducted via email or an approved voting tool.
- 5.2 Electronic votes must be marked Approved or Not Approved. Voting based on suggested changes or edits cannot be counted (conditional votes). A non-response is considered an abstention.

6. Definitions

N/A

7. Procedure

- 7.1 Members of the Operations Committee, TAG or Work Group (WG) may be notified that an electronic vote may be necessary before the next scheduled meeting. This notification will happen either at a scheduled Ops, TAG or WG meeting or by email notification.
- 7.2 The MDH staff will send the electronic vote to all members of the Operations Committee. TAGs and work groups may be notified by their co-chairs and/or MDH staff.
- 7.3 Each AUC member organization receives one vote, no matter how many persons may be representing the organization and no matter how many individuals from an organization may be attending meetings, providing assistance, etc.
 - 7.3.1 The vote should come from the primary representative. In the event that the primary will be unable to cast the vote on behalf of the organization, the secondary or other designated individual should cast the vote indicating in their response that they are voting on behalf of their organization.
 - 7.3.2 In the event that both the primary and secondary members each cast a vote, only the primary vote will be counted.

7.4 Passage of an electronic vote will be based on a simple majority of responses received by the deadline as outlined in the AUC Mission Statement, History and Guiding Principles, section 7.3.6.

7.4.1 Conditional votes will not be counted

7.5 For the Operations Committee, MDH staff will notify the AUC chair and co-chair of the results of the electronic vote. Vote results should be recorded in the next Operations Meeting minutes.

7.5.1 The AUC chair and co-chair, working with the MDH support staff, will communicate the results of the vote to the Operations Committee members

7.6 For TAGS and work groups, the co-chairs or MDH staff may notify the TAG or work group members of the outcome of the electronic vote. Vote results should be recorded in the next meeting minutes.

8. Review Responsibility - AUC Executive Committee

9. Approved By - AUC Operations Committee

10. Date of Approval - September 2, 2014

11. Next Review Due Date - 2015