



### Electronic Voting Guidelines

1. The President or the Vice President may use an electronic mail vote to seek BOARD approval for business arising that requires action before the next scheduled BOARD Meeting.
2. The President or the Vice President will send an email to all members of the Board of Directors who have provided an email address outlining the item of business to be voted upon, and call any members without email.
3. The Board of Directors shall have at least two business days to discuss the measure electronically using the “reply to all” feature of email.
4. The President or the Vice President shall initiate the vote at the end of the discussion period and shall specify a voting deadline. The deadline must be at least two business days after the initiation of the vote. Board Members shall vote by replying to the officer initiating the electronic vote using the “reply” or “reply to all” feature at each Board Member’s discretion or by phone.
5. After the deadline has passed, the President or the Vice President shall announce the voting results to all Board Members and the Executive Director, forward electronic copies of the votes to the office of Habitat for Humanity of the Kokomo Community, Inc., and arrange for the results of the vote to be included in the minutes of the next meeting of the Board of Directors.
6. Any member of the Board of Directors may have access to the electronic copies of the votes in the office of Habitat for Humanity of the Kokomo Community Inc.

Board Approved: August 20, 2013