

	District 27 B2 Policy		Number 14 Page 1 of 1 Revision 1 Revised By: District Cabinet
	Prepared by PDG Jim Noll	Original Issue Date 04/07/2024	
	Emergency Voting by the Cabinet		Latest Revision Date 05/04/2024

Purpose: To provide a process to follow if an emergency vote is required by the Cabinet before the next scheduled Cabinet meeting, or if Cabinet meetings are not able to be held due to outside circumstances.

- A. In the case of an emergency action needed by the Cabinet before the next regular scheduled Cabinet meeting or if Cabinet meetings are not able to be held due to outside circumstances:
 - 1. A potential motion by any Cabinet member will be communicated to the District Governor.
 - 2. The District Governor and the Cabinet member proposing the motion will determine the final wording of the motion, find a Cabinet member to second the motion, and forward the information to the Cabinet Secretary.
 - 3. A motion announcement email (or phone call) will be sent (or made) to all voting-eligible Cabinet members by the Cabinet Secretary or District Governor with:
 - a. The wording of the motion
 - b. Names of the Cabinet members making and seconding the motion
 - 4. Discussion on the motion by using “reply all” will be accepted for not less than 36 hours with the discussion deadline clearly stated in the motion announcement.
 - 5. A 2nd “bcc” email (or phone call) will be sent by the Cabinet secretary asking for the individual vote of each Cabinet member within 36 hours with the deadline clearly stated.
 - 6. A simple majority of the voting-eligible Cabinet members (ie: a “quorum”) must respond for the motion to be considered voted on.
 - 7. Votes will be recorded and counted by the Cabinet Secretary and reported to the District Governor so the result of the voting may be communicated to all Cabinet members.
- B. The motion and the vote total will be reported and recorded in the minutes at the next regular Cabinet meeting.
- C. In the absence of either the District Governor or Cabinet Secretary the 1st Vice District Governor may act as a substitute in this process.