

Notes on Parliamentary Procedure

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Clubs are increasingly using email in the conduct of their business, which in my opinion is a good thing. Email is an effective tool, and can save a club time and money.

What you may or may not know, is that Robert's Rules requires that if a club wants to conduct business by email, then the club must specifically state in its bylaws that business may be conducted by email.

Therefore, I recommend that all clubs include in its bylaws something like this: "A vote may be conducted by email between meetings of the Executive Board or the General Meetings. A decision can be determined only after a response has been received from a majority of the voting body."

It also is good practice to ratify at the next meeting any votes that have been taken by email. The reason for this is because email tends to diminish the deliberative process. A ratification vote allows the opportunity for that deliberative process.

It's OK to send announcements out to club members without this bylaw, but nothing beyond that. However, if the same information is also provided on paper to the club members, then that same information may be sent by email.