



Estes Park Newcomers Club Expanded Voting Options Policy

Proposed By: Jim Jameson, EPNC Secretary and Dave Arterburn, EPNC President

Proposed: 14 March 2024 (with vote pending approval of the Revised Bylaws at the 25 April 2024 General Meeting)

Approved: 11 May 2024

The Policy:

This policy establishes the methods of conducting votes by the General Membership and the Estes Park Newcomers Club Board. The various voting processes are intended to expand options for participation, increase input from Active Members and the number of votes received in connection with business meetings of the General Membership and to allow Board members maximum convenience to vote on various topics of interest when they cannot attend a Board meeting.

EPNC General Membership Business Meetings: All Active Members may cast a vote (a) if they attend a General Membership Meeting in person, or (b) if they cast their vote in advance electronically and it is recorded through an email ballot distribution/ response process established by the Board of Directors. All Active Member Households represented by such advance voting Active Members shall be counted for purposes of establishing the required quorum as per the EPNC Bylaws

- The VP–Technology shall establish a secure, efficient, and dedicated email voting system (including dedicated, secure, multi-factor password protected and access traceable to a receiving mailbox) (“Email Ballot”).
- The President shall provide no less than a one week notice to the general membership of any votes planned to be conducted at any pertinent General Membership Meeting to allow sufficient time for Active Members to cast their votes via Email Ballot.
- All such Email Ballots must be received no later than the day prior to the scheduled date of the corresponding General Membership meeting.
- The President, Secretary and/or VP-Technology shall access and tabulate all such timely received Email Ballots (and ascertain the number of Active Member Households represented by same) prior to the scheduled start of the corresponding General Membership Meeting.
- All such (a) Active Member Households represented by properly cast Email Ballots will be aggregated with those Active Member Households present at the pertinent meeting to calculate an effective quorum, and (b) Active Member votes properly cast in advance via Email Ballots will

be aggregated and reported together with those votes cast by Active Members in attendance at the subject meeting.

Meetings of the EPNC Board of Directors: Board Members shall have the opportunity for remote participation and/or voting by proxy to allow maximum participation by EPNC Board Members regarding business matters related to the EPNC. All such Board Members (a) represented by an approved form of proxy, (b) in attendance at the pertinent properly called Board Meeting, or (c) participating by approved remote means shall be counted for purposes of establishing the required quorum per the EPNC Bylaws.

- The VP-Technology shall establish a system (or systems) whereby a Board Member (or Board Members) not in attendance at a properly called EPNC Board Meeting may participate in a manner where the absent Board Member sees and/or hears all Board proceedings in real time and the Board Members in attendance all can see/hear the comments/votes of the absent Member(s) as they occur. For example, in a situation where only one EPNC Board Member is absent – a live conference or speaker phone would be sufficient. In the situation where multiple Board Members are participating remotely - Zoom would be feasible.
- The President and Secretary shall coordinate development/adoption of an approved form of proxy whereby an absentee Board Member may designate any other specific Board Member (a) in attendance at, or (b) properly participating remotely in such Meeting, to represent such absent Board Member at any properly called Board Meeting to cast a vote for such absent Member under two circumstances; (i) in connection with specific items on the previously circulated Board Agenda for such meeting, or (ii) any and all matters that properly come before the Board during the subject Meeting. The approved proxy form shall identify the absent Board Member and whether they desire their vote to be at the sole discretion of the designated Board Member or whether they have a specific voting preference on a specific item on the pertinent Agenda.
- Board Member(s) may either (a) notify the President of their request to participate remotely not less than 24 hours prior to commencement of the corresponding properly called Board Meeting, or (b) file their subject approved proxy form with the Secretary by email not less than one hour prior to commencement of the corresponding Board Meeting.
- All such (a) absentee Board Members attending remotely, and (b) those represented by properly filed official proxy form, shall be aggregated with those Board Members present at the pertinent Meeting to calculate an effective quorum, and (b) votes by or on behalf of all such Board Members not physically present, but properly cast, shall be aggregated and reported together with those votes cast by Board Members in attendance at the subject Meeting.