

MDWG's Email Voting Protocols

- 1) Prior to an email vote, there will be a one week formal comment period for all members to submit concerns.
 - a. If there are no outstanding concerns at the end of the comment period, MDWG will proceed to step 2.
 - or-
 - b. If concerns remain outstanding beyond the formal comment period, MDWG will hold a teleconference to discuss the topic in a timely manner. On the teleconference, MDWG may decide to vote or repeat step 1.
- 2) Once an item is ready for an email vote, staff will send an email to MDWG soliciting a motion and second on the item within two business days. Once received, MDWG will proceed with the email vote lasting a minimum of three business days. The chair has the ability to extend the email voting period as necessary.
- 3) Results of email votes will be sent to the MDWG and be adjoined to minutes.