

**Procedure Checklist for Action Between Meetings**

1.  Director completes “Motion Form for Action Between Meetings.”
2.  Director submits form to president for approval to send to the board.**\***
3.  President forwards approved motion to board secretary.
4.  Secretary:
5.  Indicates on form how vote will be conducted.
6.  Adds the appropriate dates on the form:
	1. Date received
	2. Date distributed to directors
	3. Closing date for discussion (by email or conference call)
	4. Deadline for vote (no less than three days from distribution)
7.  Distributes form to all voting members within 48 hours with a

 clear email subject line. Examples:

AAUW CA BOD Vote Required by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

AAUW CA BOD Conference Call Vote on \_\_\_\_\_\_\_\_\_\_.

1.  Collects and records each director’s vote. Sends reminders as

 necessary.

1.  Notifies president of result.
2.  Indicates final vote on the motion form.
3.  Numbers the motion in correct sequence.
4.  Files updated motion form at AAUW California office.

1.  President notifies board of results of vote.
2.  Secretary records results in minutes of next regular board meeting.

**\*Exception:** Motions to amend Policies and Procedures must first be submitted to the Governance Committee at governance@aauw-ca.org for approval.