


ONEIDA NATION	TITLE: Conducting Electronic Voting (E-Polls)	ORIGINATION DATE: 06/10/2015 REVISION DATE: 10/26/2016 11/08/2017 EFFECTIVE DATE: Upon OBC approval
DEPARTMENT: Oneida Business Committee	APPROVED BY: <i>Oneida Business Committee</i> See Attached OBC meeting minutes	DATE: 11/08/2017
AUTHOR: Lisa Summers, Secretary	AUTHORED BY: 	DATE: 11/08/2017

1.0 PURPOSE

- 1.1 Standardize how electronic voting is conducted by the Oneida Business Committee regarding matters requiring approval of the Oneida Business Committee.
- 1.2 The Oneida Business Committee recognizes that action may be required that cannot wait for the next available Oneida Business Committee agenda and electronic polling may be required to approve such items.

2.0 DEFINITIONS

- 2.1 *Authorized Sponsor* means a member of the Oneida Business Committee or a Direct Report to the Business Committee as defined by BC resolution # 11-26-14-C Correcting Resolution# BC-10-22-14-A, Setting Supervision and Management of Direct Reports to the Oneida Business Committee.
- 2.2 *Business Committee Support Office* means the support office for the Secretary, whose staff is responsible for carrying out administrative duties in support of the Oneida Business Committee.
- 2.3 *Business Day* means Monday through Friday from 8:00 a.m. to 4:30 p.m., excluding holidays, weekends, ½ days.
- 2.4 *E-poll* means the act of an e-mail delivered to the Oneida Business Committee, seeking a response which identifies a vote in favor of, opposing, or abstaining to an issue requiring approval by the Oneida Business Committee.
- 2.5 *E-poll request* means the request for an electronic vote to be conducted by the Oneida Business Committee from an Authorized Sponsor.
- 2.6 *Executive Tribal Clerk* means the employee in the Secretary's Office responsible for coordinating the collection of materials for the Oneida Business Committee agenda.
- 2.7 *Secretary* means the Secretary of the Oneida Business Committee, or his/her appointed designee.

3.0 E-POLL REQUEST

- 3.1 All e-poll requests shall contain the following information.
 - a. The email subject line shall begin with “E-poll Request:” and include a short title describing the purpose of the request.
 - b. The body of the e-poll request shall contain the following elements.
 1. An executive summary of the reason for the request and why the request cannot be presented at the next available Oneida Business Committee meeting.
 2. A proposed motion which shall be in bold and identified in a separate paragraph by the words “Requested Action”.
 3. All attachments, in *.pdf format, which are necessary to fully understand the request being made.
 4. An agenda request form.
 5. A deadline date for a response to be returned from the Secretary’s Office regarding the results of the e-poll which shall be in bold and identified in a separate paragraph by the words “Deadline for Response:”.
- 3.2 E-poll requests must also be accompanied by a completed “Business Committee Agenda Request Form,” and must be sent to the Oneida Business Committee agenda request e-mail box and copied to the Secretary, and the Executive Tribal Clerk.
- 3.3 Within twenty-four (24) hours, the Secretary, or his/her appointed designee, shall review and approve all e-poll requests for submission to the Oneida Business Committee for an e-poll.

4.0 SUBMISSION OF E-POLL TO THE ONEIDA BUSINESS COMMITTEE AND RESPONSE TO E-POLLS

- 4.1 The Secretary shall e-mail the e-poll to all members of the Oneida Business Committee including a copy to each Oneida Business Committee member’s Legislative or Executive Assistant, and the Executive Tribal Clerk.
 - a. Closed or executive session materials as provided in the Open Records and Open Meetings law are confidential and shall not be copied to each Oneida Business Committee member’s Legislative or Executive Assistant.
- 4.2 E-polls shall be sent only under the e-mail address of the Secretary and no other party. E-polls for Oneida Business Committee action sent under other email(s) will not be accepted, nor considered valid.
- 4.3 E-polls shall be open for response for one (1) business day.
- 4.4 The Executive Tribal Clerk shall monitor all responses and deadline dates for responses.
- 4.5 Oneida Business Committee members are encouraged to respond to all Oneida Business Committee members with their vote.
- 4.6 A response from an Oneida Business Committee member shall be valid if received from the work e-mail of the member, if received from the personal e-mail of the member if such e-mail is on file with the Business Committee Support Office for such purposes, or if received from the mobile phone number of the

member on file with the Business Committee Support Office. No response from unknown e-mails or e-mails from Legislative or Executive Assistants shall be accepted.

5.0 PLACEMENT OF E-POLL RESULTS ON ONEIDA BUSINESS COMMITTEE AGENDA

- 5.1 An e-poll must receive at least five affirmative responses in support of the question in order to be approved.
 - a. E-polls which result in a denied request may be reconsidered by the Oneida Business Committee at the next available meeting as provided for in Robert's Rules of Order, Rule 37.
 - b. E-polls for which insufficient responses were received by the deadline shall be considered to have failed to receive support as provided for in Robert's Rules of Order, p. 34 et seq.
- 5.2 Regardless of the outcome of the e-poll, all e-poll results shall be placed on the next available Oneida Business Committee agenda to be entered into the record by the Executive Tribal Clerk. The agenda item shall contain the following information.
 - a. Original e-poll request and all supporting documentation.
 - b. A summary of the e-poll results identifying each Oneida Business Committee member and their response.
 - c. A copy of any comment by an Oneida Business Committee member if comments are made beyond a vote.

6.0 E-POLL REQUESTS NOT AUTHORIZED

- 6.1 An e-poll request shall not be authorized for items which require a waiver of sovereign immunity of the Oneida Nation.
- 6.2 An e-poll request shall not be authorized for items which require a dollar amount in excess of an amount equal to the highest level of management approval.
- 6.2 An e-poll request shall not be authorized for items which are not accompanied by documented approval from the requesting tribal entity (e.g. Management approval, Finance Committee Meeting Minutes, etc.).
- 6.3 An e-poll request shall not be authorized for items which relate to General Tribal Council (e.g. Calling special GTC meetings, Approving GTC meeting agenda, Approve GTC meeting materials, Accepting petitions and analyses).

7.0 REFERENCES

- 7.1 Open Records and Open Meetings law
- 7.2 BC resolution # 11-26-14-C