**TWG’s Email Voting Protocols**

**Standard Email Vote**
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, TWG will proceed to step 2.
   -or-
   b. If concerns remain outstanding beyond the formal comment period, TWG will hold a teleconference to discuss the topic in a timely manner. On the teleconference, TWG may decide to vote or repeat step 1.
2) Once an item is ready for an email vote, staff will send an email to TWG soliciting a motion and second on the item within two business days. Once received, TWG 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 TWG and be adjoined to minutes.

**Expedited Email Vote**
In the case that an expedited vote is needed, the TWG Chair (or Vice-Chair, if Chair is unavailable), at his or her sole discretion, may determine an expedited email vote is necessary. If the Chair (or Vice-Chair) makes this determination, the following process will apply:

1) Staff will send an email soliciting a motion and a second to the TWG Members Only exploder. Once received, TWG will proceed with an email vote lasting a maximum of one business day.
2) Results of the email vote will be distributed to the TWG Exploder or adjoined to meeting minutes.