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.