

The Rule Regarding Email Votes – Action Outside of a Meeting

December 14, 2023

An email vote can be a fast and efficient way to conduct business when between regular meetings, and when the matter is one likely to have unanimous agreement, making a special meeting unnecessary. Thanks to the updated not-for-profit act* you can conduct business outside of a meeting as follows

- (1) A vote may be taken without a meeting, but all members entitled to vote on the action must cast a vote;
- (2) The action must be evidenced by return email stating the individual member's vote, and should contain the text of the original email with the language about the vote to be taken.
- (3) The vote result must be unanimous; and
- (4) The vote has the same force and effect as a unanimous vote at a meeting duly called and held, and may be described as such.

Unlike our former rule on email voting, it is no longer necessary to later ratify the results of an email vote at a meeting. However, the result does need to be recorded in the minutes of the next regular meeting.

Sample Minute Entry:

Action Outside of a Meeting. On January 1, 2023, an email was sent out by the moderator with the following matter for action outside of a meeting: **RESOLVED:** That we will begin serving ice cream at every worship service starting January 14, 2023. All Session members cast a vote, with the last vote being cast on January 2, 2023. All votes were in favor of the resolution. Accordingly, the **RESOLUTION** was **APPROVED by UNANIMOUS CONSENT.**

Questions regarding the above can be directed to the Stated Clerk.

Glen Ferguson

Stated Clerk, Presbytery of Seattle,
PO Box 75104, Seattle, WA 98175
m: 206-390-9717
Clerk@seattlepresbytery.org

*RCW 24.03.475, Action without meeting by unanimous written consent.