



*OABP Guidelines to Internet/Email Business*

*Or*

*Online Roberts Rules of Order*

1. An item for discussion is presented to the list.
2. A period of time is provided for input/discussion (typically 2 weeks)
3. A “virtual” motion is made by a member to the list.
4. A “virtual” second is offered by another member to the list.
5. An opportunity for additional discussion is provided (typically 1 week).
6. A member “calls the question” for a vote to the list.
7. Members vote to the list. There is a one week window for voting to occur. After that non-votes are considered abstentions.
8. The chair summarizes the votes to the list.

If a secret vote is required then members send their vote to the chair and NOT THE LIST, and the votes are tallied and the tally ONLY is reported to the group.