



## Voting: Proposed By-Laws and Policy Changes

### Background:

Due to COVID-19, CT BOS convenes Steering Committee (SC) meetings via video conferencing and periodically votes electronically subsequent to discussions during remote SC meetings. Even prior to COVID-19, CT BOS has also occasionally, when time sensitive matters have required prompt action, taken electronic votes outside of a meeting. In addition, DOH CAN staff recently noted, in light of COVID-19, the need to respond to rapidly evolving circumstances and ensure that CT BOS can promptly approve new policies. The proposed changes described below to the CT BOS by-laws and policies are intended to address these needs, while ensuring that decision-making processes are fully transparent, codified in governance documents, and informed by key stakeholders. Changes to the document made in response to stakeholder feedback are in red text.

### Proposed Changes to CT BOS By-laws:

#### **MOTION #1 - To add the following into Article VI Section 6: CT BOS Steering Committee Meetings and Attendance:**

At the chairs' discretion, the CT BOS Steering Committee may be convened remotely via video and/or telephone conferencing.

#### **MOTION #2 - To add the following into Article VI Section 5: CT BOS Steering Committee Voting:**

The Steering Committee shall not vote on matters that have not been discussed at either an in-person or remote meeting. Only Steering Committee members who participate in the meeting at which a matter is discussed are eligible to participate in any subsequent electronic voting on motions related to that matter. The Steering Committee shall establish procedures for administering electronic voting.

Currently, CT BOS by-laws **Article VI Section 8: CT BOS Steering Committee Co-Chairs** state:

- E. The Co-Chairs are authorized to represent the CT BOS CoC in all matters not requiring a quorum.

Currently, CT BOS by-laws **Article VI Section 7: Quorum at CT BOS Steering Committee Meetings** state:

- A. A simple majority (50% + 1) of Members, at a Steering Committee meeting, constitutes a quorum.
- B. A quorum is needed to (a) change CT BOS CoC bylaws and Governance Charter (b) approve Steering Committee members and (c) elect co-chairs.

#### **MOTION #3 - To add the following into By-Laws Article VI Section 8 CT BOS Steering Committee Co-Chairs:**

The Co-chairs are authorized to determine: a) when a matter is time sensitive, b) that a decision on a time sensitive matter should not be delayed until such a time as the Steering Committee can convene, and c)

that a decision on the matter should be made promptly by the Co-chairs. **It is anticipated that such a determination will be rare and made only in response to unusual circumstances.** Such a determination must be approved by **two-thirds** of the Co-chairs. When such a determination is made, Steering Committee members shall be notified and invited to submit input on the matter in advance of a decision by the Co-chairs.

Decisions made under the circumstances described above must be approved by **two-thirds** of the Co-chairs.

At the Steering Committee meeting that follows such a decision, the Co-chairs will make a report regarding a) the reasons why a decision needed to be made promptly by the Co-Chairs, b) the outcome of the Co-Chairs' decision, and c) the rationale for that decision. Such a report shall be documented in Steering Committee minutes. This report is intended to provide members of the Steering Committee with an opportunity to raise for discussion by the full Steering Committee any decisions made on their behalf by the Co-chairs. **The Steering Committee may opt to alter the decision at any time.**

The Co-chairs shall not make decisions on matters that require a quorum as specified in Article VI Section 7 (B) of these by-laws.

#### Proposed Changes to CT BOS Policies:

#### **MOTION #4: To add the following into CT BOS Policies:**

#### **Section IX. Remote Steering Committee Voting Procedures**

As per the CT BOS by-laws, at the chairs' discretion, the CT BOS Steering Committee may be convened remotely via video and/or telephone conferencing. Only Steering Committee members who participate in the remote meeting at which a matter is discussed are eligible to vote on motions related to that matter. Remote Steering Committee voting will be administered as follows:

- Steering Committee members will be reminded at the start of each meeting that to be recorded as present and eligible to vote either during the meeting or through subsequent electronic voting conducted on matters discussed during the meeting, they must do one of the following: a) Show their full name in the video conferencing application, or b) State at the beginning of the meeting when prompted that they are present.
- A member of the CoC consultant team will record the names of all participants in meeting minutes.
- The chairs will determine the method to be used for voting by the Steering Committee during or subsequent to a remote meeting.
- When decisions are being made by consensus or voice vote during a remote Steering Committee meeting, a reminder about who is eligible to vote shall be provided. The meeting chair, with assistance as requested from the consulting team, will ensure that only eligible Steering Committee members vote.
- When votes are being administered electronically (e.g., via email or web-based survey) those casting a vote will be required to provide their name and, if applicable, the entity they represent on the Steering Committee. A member of the CoC consulting team will ensure that only votes cast by eligible Steering Committee members are counted.