

**HEADQUARTERS
DEPARTMENT OF KANSAS
SONS OF UNION VETERANS OF THE CIVIL WAR
2613 Pickwick Place
Lawrence, Kansas 66049-1731**

**POLICY FOR USE OF COUNCIL ELECTRONIC MEETING ROOM
WITHIN THE DEPARTMENT OF KANSAS**

1. This policy establishes the procedure to be used by the full Council of the Department of Kansas with regard to conducting voting by means of the Department Electronic Meeting Room. There are items which arise between Department Council meetings which require action of the Council. This procedure creates a formal method for dealing with those instances, recording the votes for those items, and documenting the results thereof.
2. The Electronic Meeting Room shall be established as a means for all voting members of the Department of Kansas to cast votes on issues which arise between Department Encampments and regularly scheduled meetings of the Department Council.
3. Voting members of the Department Council, as established by the Bylaws of the Department of Kansas, are:

Department Commander
Senior Vice Department Commander
Junior Vice Department Commander
Secretary*
Treasurer*
Council Members (3)
Immediate Past Department Commander
** Or combined office of Secretary/Treasurer*

4. The Electronic Meeting Room will only be utilized at the direction of the Department Commander. He shall determine if a matter is one requiring action by the Council. The Department Commander retains all rights and privilege of that office to act within his capacity as Department Commander in approving/rejecting a request when a vote of the Council is not required, declaring a motion out of order, and forwarding a motion to an appropriate committee.
5. When the Department Commander determines that an item requires action by the Department Council before the next meeting, he will declare the item shall be addressed by means of the Electronic Meeting Room. The steps to be taken are, as follows:
 - a. The Department Commander shall determine if a motion exists from a voting member of the Council. This can be accomplished by soliciting a motion via email.
 - b. A voting member of the Council will second the motion. If the motion is not seconded within a reasonable time, as established by the Department Commander, the Department Commander shall declare the motion dead for lack of a second. This shall all be accomplished via email.
 - c. Once a motion has been seconded, the Department Commander shall declare it to be on the table and open for discussion. This discussion shall be open to all voting members of the Council and all Past Department Commanders. Past Department Commanders hold

- membership on the Council without vote. Discussion shall be accomplished via email. The Department Commander shall state the ending time for the discussions.
- d. Once the ending time for discussions has passed, the Department Commander shall direct the Department Secretary to post the motion to the Electronic Meeting Room.
 - e. When the motion has been posted to the Electronic Meeting Room, the Department Secretary shall notify all voting members of the Council that it has been posted and the deadline for casting their votes, as set by the Department Commander.
 - f. All Council Members with vote shall access the Electronic Meeting Room and cast their vote before the deadline.
 - g. Once the deadline has passed or all voting members have cast their vote, the voting shall be considered as complete. No changes to votes will be permitted.
 - h. The Department Secretary shall notify the Department Commander of the results of the vote. The Department Commander shall send an email to all Council Members publishing the motion, the final votes for and against, and whether the motion carried or failed.
 - i. The Department Secretary shall publish the results, as declared by the Department Commander, in the Council section of the Department website. The motion, and its related voting, shall remain posted in the Electronic Meeting Room for ninety days, at which time it may be removed by the Department Secretary.
 - j. The Department Secretary shall notify each Camp Secretary of all motions which carried. The results of all votes shall be included in the secretary's annual report to the Department Encampment.
6. Nothing in this procedure shall allow for the bypassing of the Department Bylaws, the National Regulations of the Order, and the National Constitution of the Order.
7. Any questions or concerns about this policy should be directed to the Department Commander.

Approved for use within the Department of Kansas this tenth day of March, 2012, subject to further approval by the 16th Annual Department Encampment.

/s/ Roy A. Lafferty

Roy A. Lafferty, P.D.C.
Department Commander