

Procedure 10.0503

Electronic Vote Procedure

In the best interest of continuity and expediency of College operations, Senior Staff may use electronic voting to approve or deny a procedure, policy, or other action item brought before them.

An electronic vote is defined as any mechanism by which an approval/rejection/abstention may be cast using electronic means. In order for the voting mechanism to be considered authentic, it must be consistent with the Electronic Signature Policy and auditable. Members of Senior Staff will use their unique College-assigned username and personal password to access the means to cast an electronic vote; written records of all votes must be readily obtainable if necessary. Authentic forms of electronic voting include official College emails containing "Voting Buttons" and votes cast using SharePoint apps.

Electronic votes may only be initiated by a member of Senior Staff. The member of Senior Staff who initiates the electronic vote is responsible for collecting the electronic votes cast by other members of Senior Staff. At the conclusion of voting, he or she should present the results of the vote to members of Senior Staff or ensure that all members of Senior Staff have access to the results. If there is an associated written policy, procedure, or other written article that was approved by the vote, this written article should also be forwarded in final form to the Executive Assistant to the President.

References

Legal References: *Enter legal references here*

SACSCOC References: 3.2.2.1, 3.2.2.3

Cross References: [College Committees Policy](#)

History

Senior Staff Review/Approval Dates: 7/21/15

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*