



SOUTH AFRICAN

TRANSPLANT SPORTS
ASSOCIATION

BY-LAW J - MANAGEMENT COMMITTEE POLICY FOR E-MAIL VOTING

A. Action without meeting of Management Committee

1. Any vote that is permitted at a Management Committee meeting may be taken without a Meeting.
2. Each Mancom member must vote per-email and send it to the Executive Secretary to finalize the vote.
3. Action taken under this policy becomes effective when the last Mancom member votes.
4. Any vote taken using this policy has the same effect as a vote taken at a Mancom meeting and becomes a part of the recorded minutes of SATSA.

B. E-Mail Etiquette

For the procedures that follow, the Mancom will observe the following e-mail etiquette:

1. All communications will be via e-mail.
2. Each sender of an e-mail message will include his/her name at the end of a message.

C. E-Mail Voting Procedure

For issues requiring Management Committee members decisions or actions that could not be completed at scheduled meetings, or which the Chairperson feels would require resolution before the next scheduled Management Committee meeting, the following procedures will be followed:

1. Those eligible to vote include Chairperson, Vice-Chairperson, Treasurer, Regional representatives, and the co-opted members if the vote is pertaining to their co-option. Alternate regional representatives may vote, however their vote will only be counted in the event that no vote is received from their regional representative.
2. Any Management Committee member who has voting rights under the Constitution may make a motion.
3. Motions should be worded as such and sent to the Executive Secretary.

4. The Moderator will be the Executive Secretary.
5. The Moderator e-mails the motion to the Management Committee members assigns a "Subject" to it so that the subsequent votes can be associated with the motion.
6. A "second" of a motion should be sent to the Executive Secretary within 72 hours.
7. The Moderator opens the seconded motion for voting by e-mail with a stipulated date/time/deadline for voting, usually 5 calendar days from e-mail date.
8. Votes will be sent to the Moderator to approve, oppose, or abstain. If no vote is from a voting Management Committee member, that person is recorded as "not voting." In cases where no vote is received from a regional representative, the alternative representative's vote shall count.
9. The Moderator shall send confirmation back to each voter.
10. At the end of the voting period, the Moderator tallies the votes. A 50% plus one majority of the Management Committee must vote to constitute a quorum.
11. The Moderator may announce the result of the vote before the deadline if the has been decided.
12. The Executive Secretary compiles all the e-mail votes and files them in the records. The Executive Secretary then adds any policy changes to the SATSA records.
13. The Secretary records the wording of the motions, voting results, and date of the final vote in the formal minutes of the next Mancom meeting.



Amanda Bossenger
Chairperson
24 October 2023



Jan Marais
Executive Secretary