

Excerpted from the minutes of the AIS Spring 2003 Board meeting minutes (Note: This was prior to the establishment of the AISDiscuss, AISVote and AISConfer lists)

B. Standing Rule Committee: Chair Epperson, R. Plank, Bonino, Jones and M. Lowe. In order to protect and ensure the deliberative process when Board decisions are made via electronic means, the amended Standing Rules follow:

1. Full delineation of the topic (item) under discussion shall be presented by the AIS President via electronic mail to each and every member of the Board of Directors.
2. Any member of the Board who wishes to do so shall present his/her comments by electronic mail to each and every member of the Board. Unless otherwise specified by the AIS President, these comments must be transmitted within seven (7) days of the initial electronic call for discussion and input.
3. The AIS Secretary, or designee, shall formulate the proposed motion and transmit it by electronic mail to each and every member of the Board. A second for the motion shall be requested by the AIS Secretary.
4. A member of the Board shall second the motion immediately, restating it and transmitting it electronically to each and every member of the Board.
5. Each Board member shall copy the full text of the seconded motion and vote YES or NO and submit that vote by electronic mail to each and every member of the Board. The vote shall be transmitted within 7 days unless otherwise specified by the AIS President.
6. The AIS Secretary shall tally the electronic votes and transmit this number to the AIS President.
7. Approval of a motion discussed and voted on by electronic mail shall receive a minimum of 12 positive votes (based on 18 voting members- the President votes in a tie only).

Mahan moved and G. Snyder seconded that 12 positive votes must be received for action. Motion carried.

Epperson moved and Gossett seconded with some changes in wording, clarification of the time frame, and who introduces the topic for the email message. The Standing Rule was restated in his motion as above. Motion carried. It was mutually agreed that this procedure would be on a trial basis for a year.

Excerpted from the AIS Fall 2004 Board meeting minutes and formatted for easier reading.

Jones proposed that we engage a list server for AIS Board discussions and voting by email between Board meetings to insure (sic) messages go to all participants.

He described the various setup systems and how the list server operates.

Jones moved, G. Sutton seconded and motion carried that the Chairman of the Electronic Services Committee be directed to establish the following list server addresses:

The first, called AISDiscuss, will be established for the purposes of discussing AIS business.

Subscriber list will consist of members of the AIS Board of Directors, Committee Chairpersons of AIS Standing Committees, RVPs, Section Presidents and such other individuals as may from time to time be added by the AIS Board of Directors.

The purpose of this list will be to discuss AIS business, make motions, seconds and amendments to motions, but NOT FOR VOTING on said motions. The AISDiscuss list shall have an archive that will be publicly accessible.

The second, called AISVote, will be established for the purposes of voting on issues placed before AIS Board of Directors.

This subscriber list will consist of the voting members of the AIS Board of Directors.

Pursuant to previously established AIS Standing Rule on voting via email, voting on an issue will only be initiated on AISVote by the AIS Secretary (or a designated alternate). Such voting is to be initiated by the AIS Secretary or designate by posting a properly seconded motion to the AISVote list server with the words "THIS IS A CALL FOR A VOTE" as the first line of the message.

Voting members of the AIS Board of Directors will vote by selecting "Reply" for the message and expressing their vote Yea, Nay or Abstain in the body text of their reply.

The AISVote list shall have an archive that will be publicly accessible.

The AIS Secretary shall inform the Chair of the Electronic Services Committee of any changes in the membership, or membership information (specifically email addresses) of any members of AISDiscuss or AISVote. He will then make the changes in the list servers.

Further discussion followed on specifics of setting up the list server and the password, subject line, etc. Jones requested that the AIS Electronic Services line item budget be increased by \$50.00 per list server address per year.

Jones moved that the AIS establish the following Standing Rules. Seconded by Gossett. Motion carried:

1. That in any discussion of AIS Board of Directors matters between members of the Board of Directors using email with multiple addressees will include, at a minimum, all members of the AIS Board.
2. That email between two individual members of the AIS Board discussing AIS Board business contain only the opinions of the two parties to the communication.
3. That a closed list server address named AISConfer be established for executive sessions. Members of this address will be restricted to voting members of the AIS Board of Directors and such individuals as may from time to time be designated by the President of the Board of Directors. The AIS Secretary was requested to keep a current email address list for the Board.