

SOP on WW Committee Voting Procedures

Learning Management System (LMS) Standard Operating Practices/Procedures (SOPs)

North Carolina State University

Committee Voting Procedures, SOP.WW-WolfWare.004

Authority: Vice Provost for Distance Education and Learning Technologies (DELTA)

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Additional References:

None

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1. Introduction

The governance structure for our WolfWare Learning Technology Suite includes a number of individuals; some located within the central organization (DELTA) responsible for the enterprise level deployment of Learning Technologies (LT), and others members of various colleges and partner units (e.g. Library, Extension) on our campus. In our governance process, various committees meet, discuss and make recommendations on a wide variety of issues and ideas, from policy issues to technical concerns.

Committee meetings are called by the committee chairs, and minutes are taken and distributed from each meeting in a public venue. Committees usually meet monthly, face-to-face, but they can also discuss issues online, and they can vote on motions made both online and face-to-face.

This SOP intends to provide guidance for the committee voting process on recommendations discussed during WolfWare committee meetings.

2. Operational Definitions

Motion: a formal step to introduce a matter for consideration by a group.

Recommendation: an idea or suggestion worthy of confidence, acceptance, use, etc. that is formally recorded by the committee, and passed on to other committees, as appropriate (see governance chart).

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3. Procedure

3.1. Face-to-face recommendations require:

- A clearly expressed idea
- A formal motion to initiate a vote
- A second (affirmation of formal motion)
- A tally of votes in favor or opposed, as well as any abstentions.
- A record of the recommendation and the voting outcome in the meeting minutes.

3.2. Online recommendations require:

- A clearly expressed idea that is both (a) emailed to all committee members, and (2) recorded within the committee's site (e.g. in the online poll)
- An online voting option/online poll for committee members that clearly provides a tally of votes in favor or opposed, as well as any abstentions.
- A window of 3 full business days (72 hours) to vote.
- A record of the recommendation and the voting outcome in the meeting minutes of the next face-to-face meeting of the committee.

3.3. For both face-to-face and online recommendations:

- Greater than 50% of the total membership of the committee must vote affirmatively for a recommendation to pass (e.g. if a committee has 12 voting members, seven of the voting members must participate in a vote and vote yes for a recommendation to pass).
- Ideally, however, committee chairs should aim for including at least 70-75% of the total membership in a vote (e.g. if a committee has 12 voting members, committee chairs are encouraged to have at least eight or nine of the voting members available for a vote).
- Committee chairs are also encouraged to combine online voting with face-to-face voting to invite more participation when at least 70 – 75% of the voting membership is not present at a meeting. For example, if a F2F vote occurs in a meeting, those votes could be tallied and then added with any online votes later. For online voting guidelines, see 3.2. If a combination of online and F2F voting, the online voting timeline must still be followed.
- Voting by proxy is okay, thus members are encouraged to send their proxy to meetings they cannot attend (notifying the chairs prior to the meeting).
- The committee should readdress/re-discuss recommendations in the case of a tie.

3.4. In cases where recommendations are not unanimous, a record of the concerns that resulted in a non-unanimous decision would be acknowledged in the meeting minutes.