

# Continuity Council Committee Voting Procedures

Effective Date: November 2, 2023

At the November meeting of the Continuity Council Committee, members will vote on the Officer positions as defined in the Bylaws and any updates or edits to the guiding documents of the Council and Committee.

The month prior to this meeting, the SORM Statewide Continuity Coordinator will email the Committee to call for nominations for the officer positions and will send out the first draft of any guiding documents.

After the decided deadline for submission of nominations and edits, the SORM Coordinator will email the Committee with the names and provided information for the nominees and a final draft of any guiding documents. In response to this email, Committee members may vote for their Officer choice and final approval of the guiding documents if they cannot attend the November meeting. The online voting will be open for a minimum of seven (7) days prior to the November meeting.

Those in attendance at the November meeting will vote at the appropriate time during the meeting. Votes will be tallied during the meeting by the Secretary and the SORM Coordinator and announced at the meeting.

An email notifying all Council members of the new Officers and the approval or denial of the guiding documents will be sent after the meeting by the SORM Coordinator.

NOTE: Substantial changes or amendments to the guiding documents of the Continuity Council and Committee can be voted on individually as decided by the Continuity Council Committee at the time of their proposal. What constitutes substantial will be determined by the SORM Coordinator and the current Committee Officers.